Chapter 2

Cash Receipts And Deposits

Cash Journal

Chapter 2

Cash Receipts and Deposits

Chapter 2: Cash Journal – Transaction FBCJ

Topic

2-1 Overview of Cash Journal

2-2 Selecting a Cash Journal

2-3 Entering Receipts into Cash Journal – Receipts tab

2-3-1 Entering Revenue Receipts

2-3-2 Entering Customer Receipts

2-3-3 Locating Customer Data

2-4 Payments Tab in Cash Journal

2-4-1 Clearing Summary – Transaction ZBCJ

2-4-2 Entering Payments tab

2-5 Deleting Cash Journal Entries

2-6 Reversing Cash Journal Entries

2-7 Viewing Posted Cash Journal Documents

2-8 Resetting Cleared Customer Items – Transaction FBRA

Topic 2-1
Overview of Cash Journal Transaction FBCJ

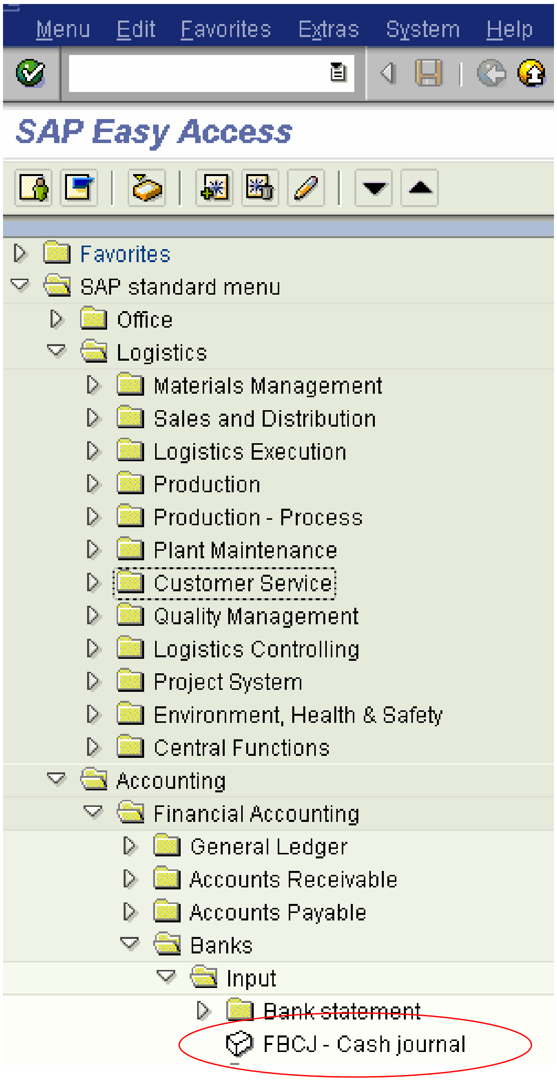
- The cash journal is used to record incoming cash in AASIS.
- A cash journal may include entries for funds to be deposited into the Treasury or to a Commercial bank account; however, at the time of creating a deposit slip for the Treasury funds, the cash account funds will be excluded from the deposit slip.
- Revenue and customer receipts are recorded on the Receipts tab of the cash journal.
- Deposits to the bank and/or State Treasury are made on the Payments tab of the cash journal.
- The payments and receipts must balance to zero by fund and business area.
- Recording of revenue and recording of customer payments differ in what data is required for entry, and therefore will be addressed separately in this Chapter.

Topic 2-1
Overview of Cash Journal Transaction FBCJ

- Receipts and payments must have the same Posting date, but do not necessarily have to be entered on the same day.

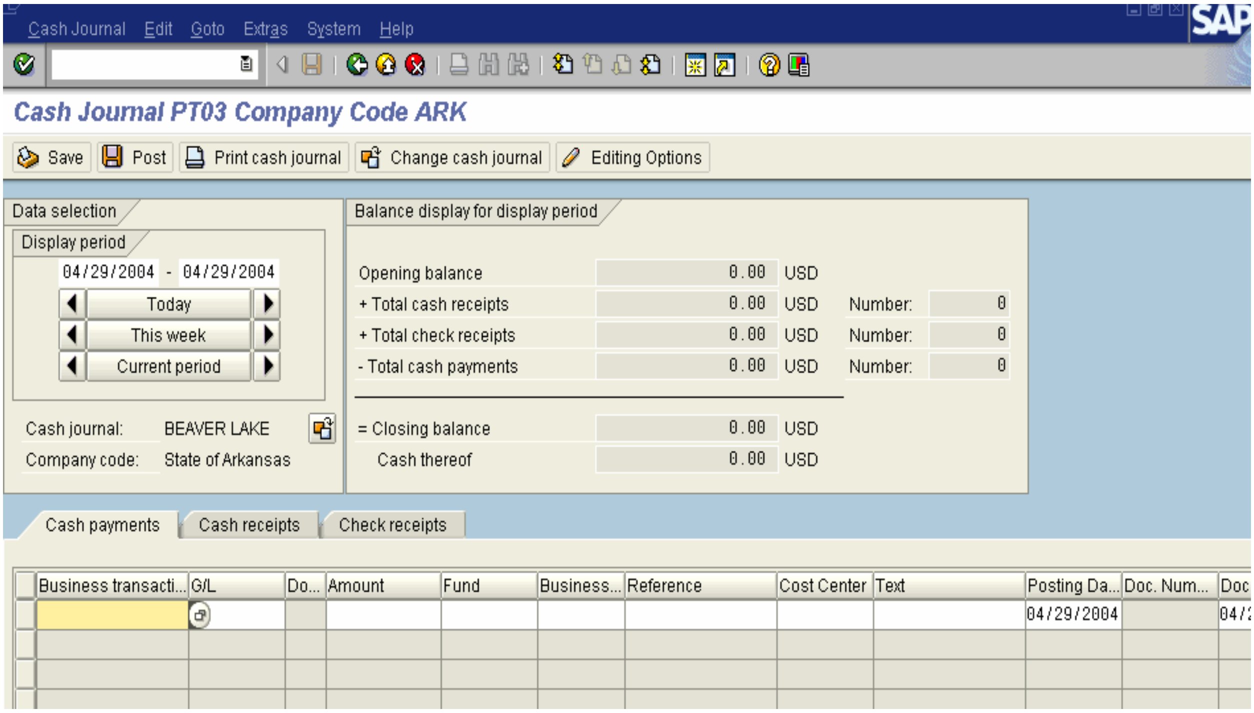
- Receipts may not be entered with a future date
- A deposit slip is created from the entries made in the cash journal using transaction ZBCJ. Transaction ZBCJ is covered in Chapter 3.

Topic 2-1
Cash Journal
Transaction FBCJ


Menu
Edit
Favorites
Extras
System
Help
SAP Easy Access
Favorites
SAP standard menu
Office
Logistics
Materials Management
Sales and Distribution
Logistics Execution
Production
Production - Process
Plant Maintenance
Customer Service
Quality Management
Logistics Controlling
Project System
Environment, Health & Safety
Central Functions
Accounting
Financial Accounting
General Ledger
Accounts Receivable
Accounts Payable
Banks
Input
Bank statement
FBCJ - Cash journal

Cash journal, Transaction FBCJ, is a Financial Accounting (FI) transaction. The menu path is Accounting>Financial Accounting>Banks>Input>Bank Statement.

Topic 2-2
Selecting the Cash Journal Transaction FBCJ


Cash Journal
Edit
Goto
Extras
System
Help
SAP
Save
Post
Print cash journal
Change cash journal
Editing Options
Data selection
Display period
Today
This week
Current period
Balance display for display period
Cash payments
Cash receipts
Check receipts

Cash Journal PT03 Company Code ARK

Display period: 04/29/2004 - 04/29/2004

Cash journal: BEAVER LAKE

Company code: State of Arkansas

Balance display for display period				
Opening balance	0.00	USD		
+ Total cash receipts	0.00	USD	Number:	0
+ Total check receipts	0.00	USD	Number:	0
- Total cash payments	0.00	USD	Number:	0
= Closing balance	0.00	USD		
Cash thereof	0.00	USD		

Business transacti...	G/L	Do...	Amount	Fund	Business...	Reference	Cost Center	Text	Posting Da...	Doc. Num...	Doc
									04/29/2004		04/

FBCJ

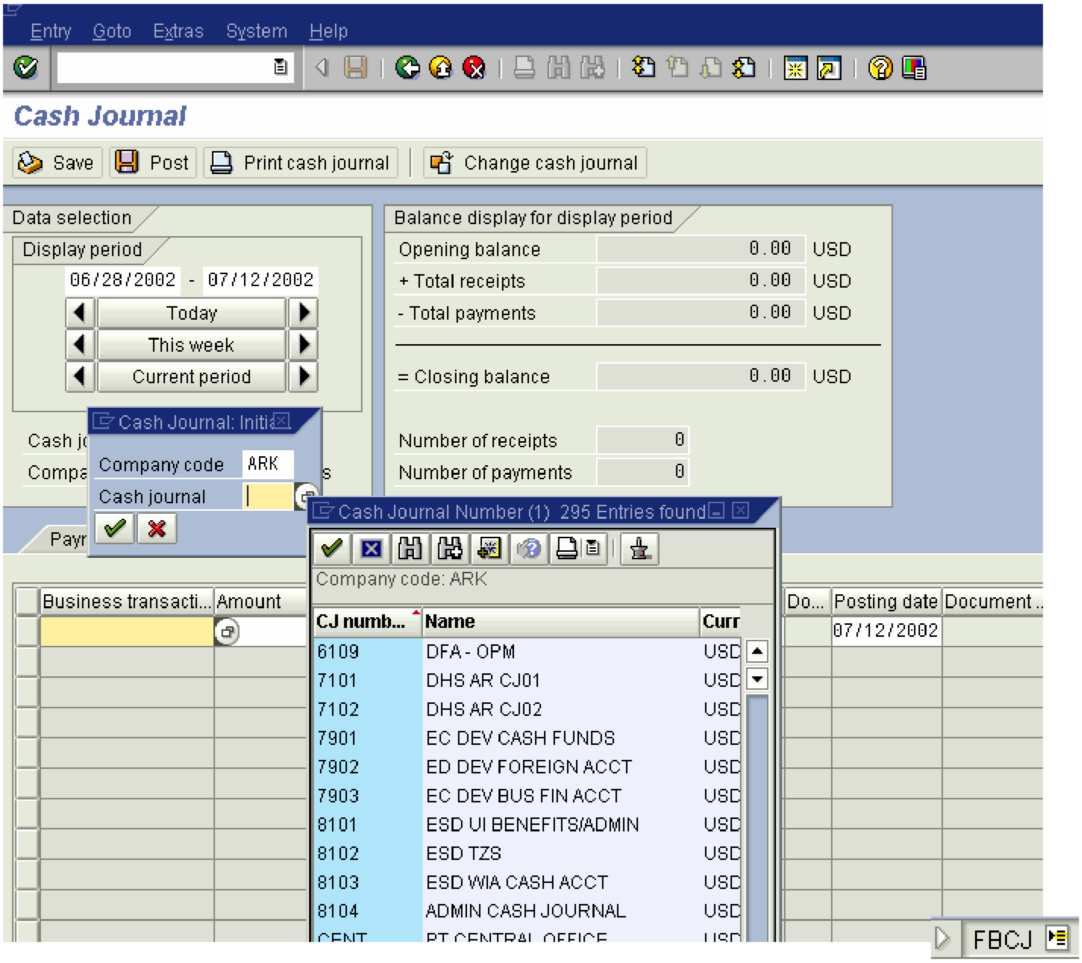
1. Check Display Period for today’s date. Click on the Today button to change to current date.

2. The last cash journal used should default into transaction FBCJ; however, **ALWAYS** check to be sure you are in the correct cash journal.

   To enter a different cash journal, click on the Change cash journal button.

Change cash journal

Topic 2-2
Selecting the Cash Journal
Transaction FBCJ


Entry
Goto
Extras
System
Help
Cash Journal
Save
Post
Print cash journal
Change cash journal
Today
This week
Current period
Cash jo
Compa
Payr
FBCJ

Data selection

Display period: 06/28/2002 - 07/12/2002

Balance display for display period

Opening balance	0.00	USD
+ Total receipts	0.00	USD
- Total payments	0.00	USD
= Closing balance	0.00	USD
Number of receipts	0	
Number of payments	0	

Cash Journal: Initi

Company code: ARK

Cash journal:

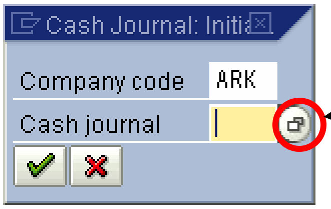
Cash Journal Number (1) 295 Entries found

Company code: ARK

CJ numb...	Name	Curr
6109	DFA - OPM	USD
7101	DHS AR CJ01	USD
7102	DHS AR CJ02	USD
7901	EC DEV CASH FUNDS	USD
7902	ED DEV FOREIGN ACCT	USD
7903	EC DEV BUS FIN ACCT	USD
8101	ESD UI BENEFITS/ADMIN	USD
8102	ESD TZS	USD
8103	ESD WIA CASH ACCT	USD
8104	ADMIN CASH JOURNAL	USD
CENT	PT CENTRAL OFFICE	USD

Business transacti...	Amount	Do...	Posting date	Document ...
			07/12/2002	

3. Enter the desired cash journal or use look up icon to select a cash journal.



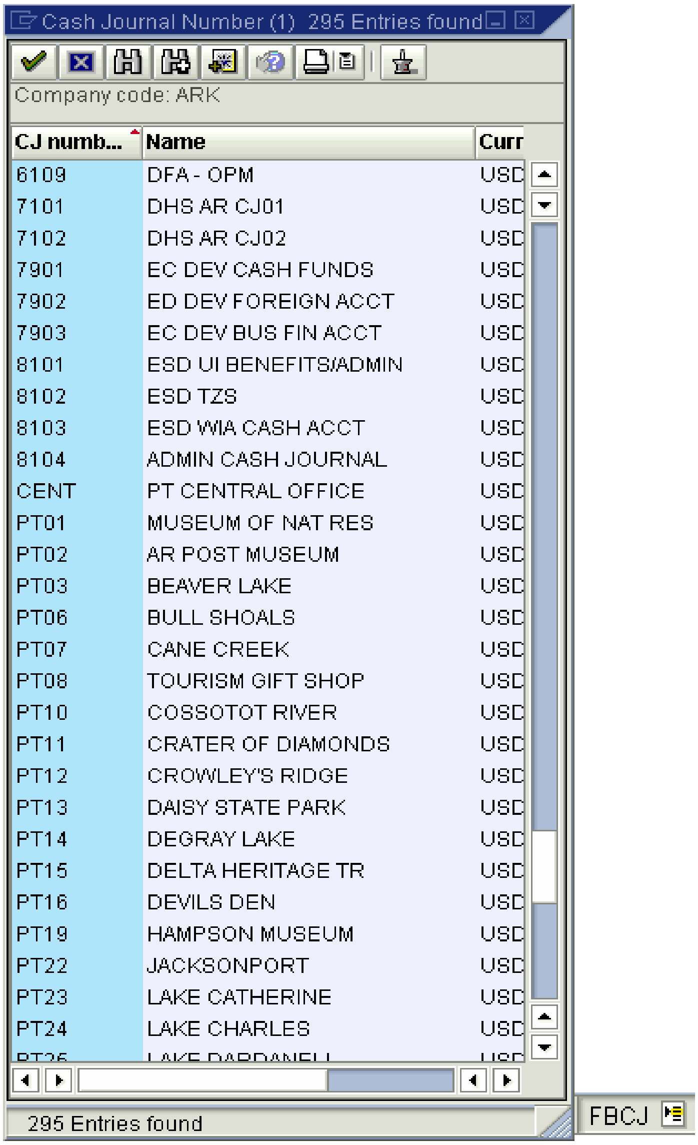
Cash Journal: Initi

Company code: ARK

Cash journal:

Look- up icon

Topic 2-2
Selecting the Cash Journal Transaction FBCJ



Company code: ARK

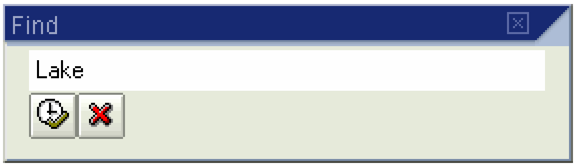
CJ numb...	Name	Curr
6109	DFA - OPM	USD
7101	DHS AR CJ01	USD
7102	DHS AR CJ02	USD
7901	EC DEV CASH FUNDS	USD
7902	ED DEV FOREIGN ACCT	USD
7903	EC DEV BUS FIN ACCT	USD
8101	ESD UI BENEFITS/ADMIN	USD
8102	ESD TZS	USD
8103	ESD WIA CASH ACCT	USD
8104	ADMIN CASH JOURNAL	USD
CENT	PT CENTRAL OFFICE	USD
PT01	MUSEUM OF NAT RES	USD
PT02	AR POST MUSEUM	USD
PT03	BEAVER LAKE	USD
PT06	BULL SHOALS	USD
PT07	CANE CREEK	USD
PT08	TOURISM GIFT SHOP	USD
PT10	COSSOTOT RIVER	USD
PT11	CRATER OF DIAMONDS	USD
PT12	CROWLEY'S RIDGE	USD
PT13	DAISY STATE PARK	USD
PT14	DEGRAY LAKE	USD
PT15	DELTA HERITAGE TR	USD
PT16	DEVILS DEN	USD
PT19	HAMPSON MUSEUM	USD
PT22	JACKSONPORT	USD
PT23	LAKE CATHERINE	USD
PT24	LAKE CHARLES	USD

295 Entries found

4. Using the look-up, scroll to view journals, or use the binocular icon to search for a cash journal.

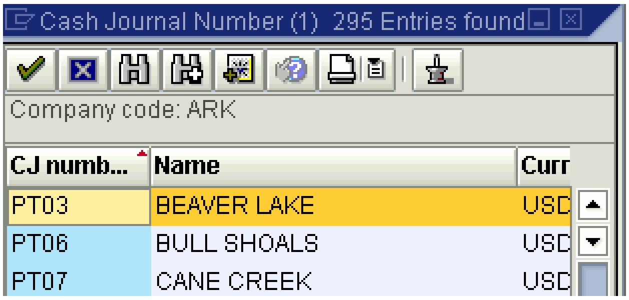
   Most agencies have only one cash journal. Unless the agency has multiple cash journals, the cash journal number will be the Business Area number.

Topic 2-2
Selecting the Cash Journal Transaction FBCJ



Lake

5. Type in text for cash journal search.

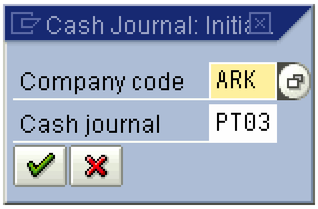


Company code: ARK

CJ numb...	Name	Curr
PT03	BEAVER LAKE	USD
PT06	BULL SHOALS	USD
PT07	CANE CREEK	USD

6. The first cash journal containing the text will be highlighted for selection. If this is not the desired cash journal, use the binocular with the plus sign to continue the search with the same text.

7. Once highlighted, press the Enter button, double-click on the cash journal, or use the green check icon.

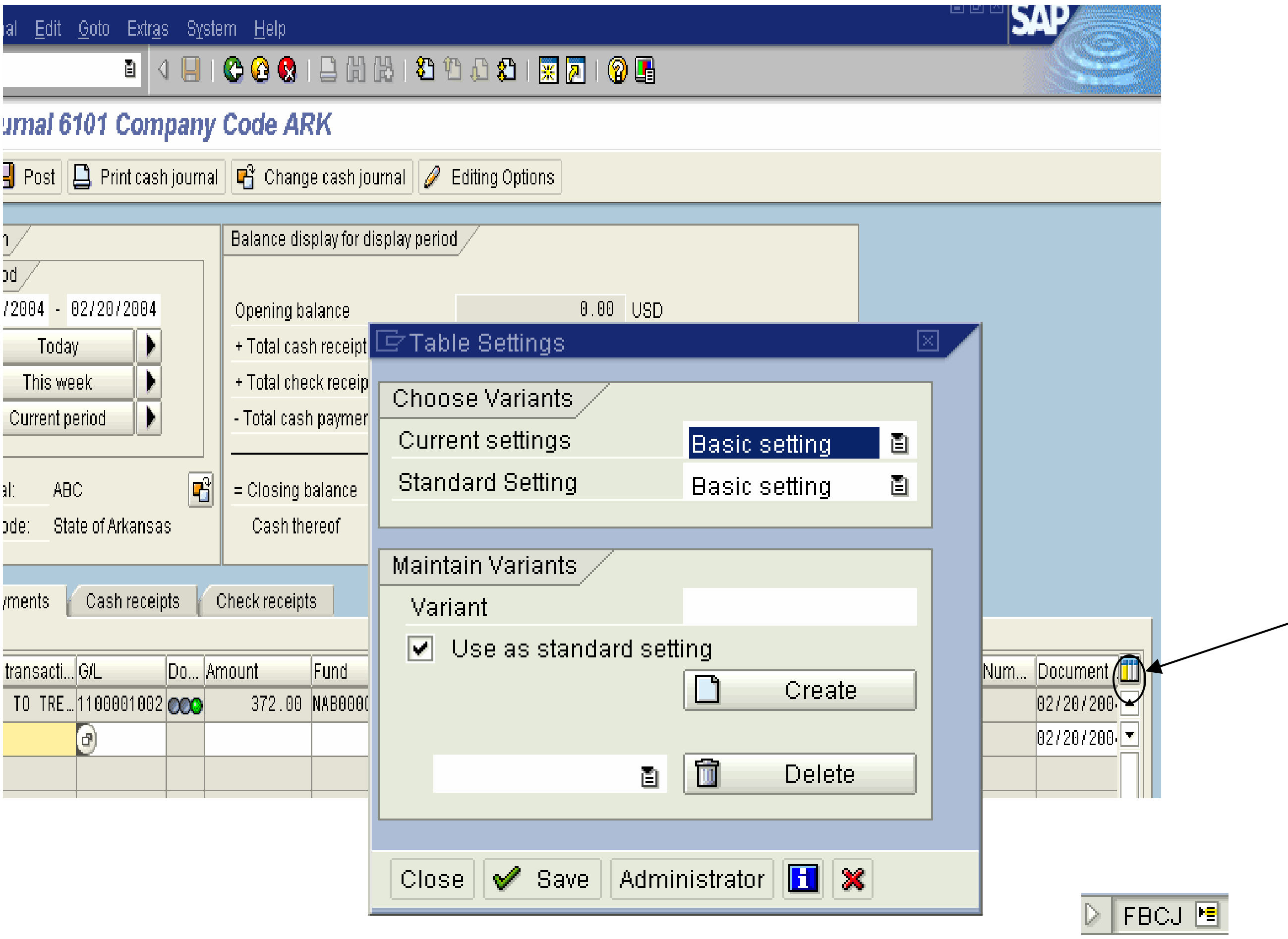


Company code ARK

Cash journal PT03

8. Click on the Green check to continue.

Topic 2-3
Entering Receipts into Cash Journal Transaction FBCJ


al Edit Goto Extras System Help
urnal 6101 Company Code ARK
Post
Print cash journal
Change cash journal
Editing Options
Balance display for display period
Opening balance
0.00 USD
+ Total cash receipt
+ Total check receip
- Total cash paymer
= Closing balance
Cash thereof
/2004 - 02/20/2004
Today
This week
Current period
ABC
State of Arkansas
yments
Cash receipts
Check receipts
transacti...
G/L
Do...
Amount
Fund
Num...
Document
TO TRE...
1100001002
372.00
NAB000
02/20/200
02/20/200
Table Settings
Choose Variants
Maintain Variants
Create
Delete
Close
Save
Administrator
FBCJ

Current settings: Basic setting

Standard Setting: Basic setting

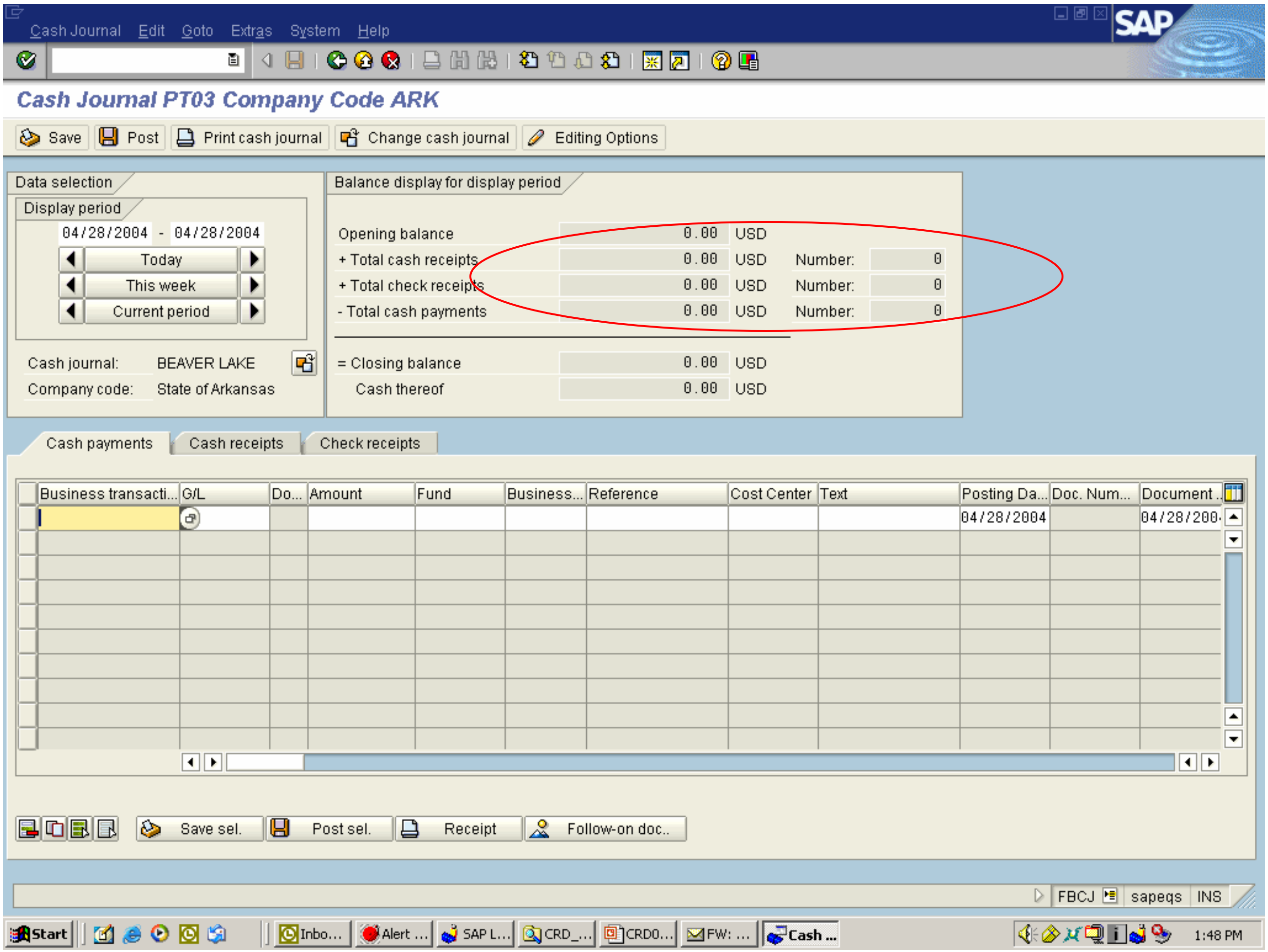
Variant:

☑ Use as standard setting

Navigational tip: Variants should be set up to best fit your business processes and insure complete entry of all transactions. To move a column, rollover the column's field name until a cross appears. Hold down the left mouse button on the desired field to be moved. A small paper-like icon will appear. Move the icon to the location desired and when the icon changes to an arrow release the mouse button. Field has been moved.

Once columns are set, select the variant icon and enter a name for your variant and click on the "Create" button. The current settings and Standard Setting fields will change to the new variant. Click on the Save button.

Topic 2-2
Selecting the Cash Journal Transaction FBCJ


Cash Journal
Edit
Goto
Extras
System
Help
SAP
Save
Post
Print cash journal
Change cash journal
Editing Options
Today
This week
Current period
Cash payments
Cash receipts
Check receipts
Save sel.
Post sel.
Receipt
Follow-on doc..
FBCJ
sapeqs
INS
Start
Inbo...
Alert ...
SAP L...
CRD_...
CRD0...
FW: ...
Cash ...
1:48 PM

Cash Journal PT03 Company Code ARK

Data selection

Display period: 04/28/2004 - 04/28/2004

Cash journal: BEAVER LAKE

Company code: State of Arkansas

Balance display for display period

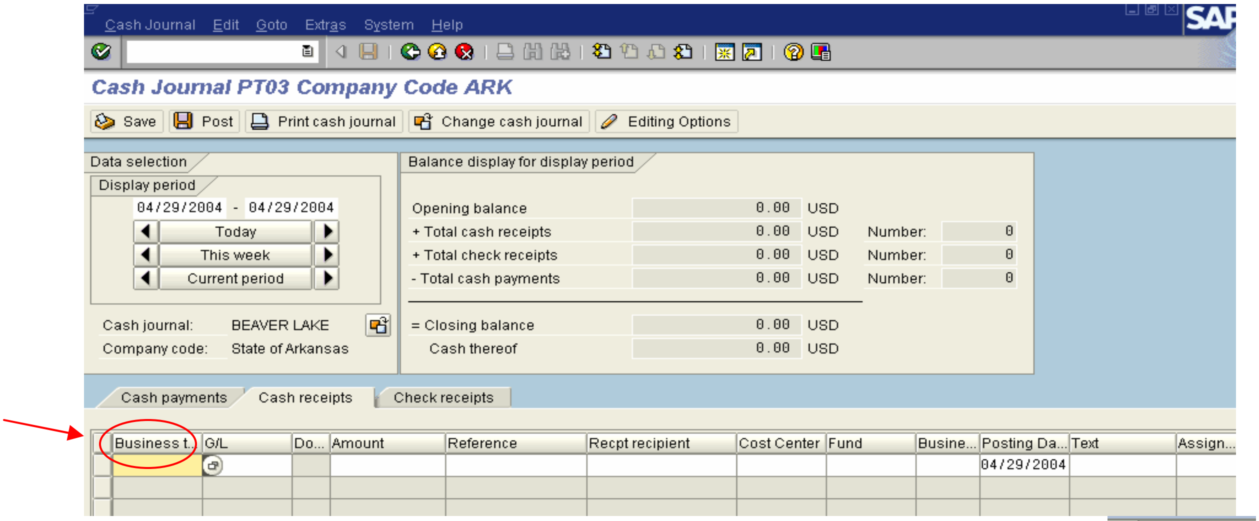
Opening balance	0.00	USD		
+ Total cash receipts	0.00	USD	Number:	0
+ Total check receipts	0.00	USD	Number:	0
- Total cash payments	0.00	USD	Number:	0
= Closing balance	0.00	USD		
Cash thereof	0.00	USD		

Business transacti...	G/L	Do...	Amount	Fund	Business...	Reference	Cost Center	Text	Posting Da...	Doc. Num...	Document ...
									04/28/2004		04/28/200

Cash Journal Entry

The closing balance should always be zero when beginning and/or ending a day's business. The cash journal will display three (3) tabs. The business process for the State of Arkansas will use the Cash Payments and Cash receipts tabs. At this time, the Check receipts tab is **NOT** used.

Topic 2-3
Entering Receipts into Cash Journal Transaction FBCJ


Cash Journal
Edit
Goto
Extras
System
Help
SAP
Save
Post
Print cash journal
Change cash journal
Editing Options
Today
This week
Current period
Cash payments
Cash receipts
Check receipts

Cash Journal PT03 Company Code ARK

Data selection

Display period 04/29/2004 - 04/29/2004

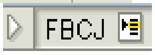
Cash journal: BEAVER LAKE

Company code: State of Arkansas

Balance display for display period

Opening balance	0.00	USD		
+ Total cash receipts	0.00	USD	Number:	0
+ Total check receipts	0.00	USD	Number:	0
- Total cash payments	0.00	USD	Number:	0
= Closing balance	0.00	USD		
Cash thereof	0.00	USD		

Business t.	G/L	Do...	Amount	Reference	Recpt recipient	Cost Center	Fund	Busine...	Posting Da...	Text	Assign...
									04/29/2004		



1. Click on the Cash receipts tab.

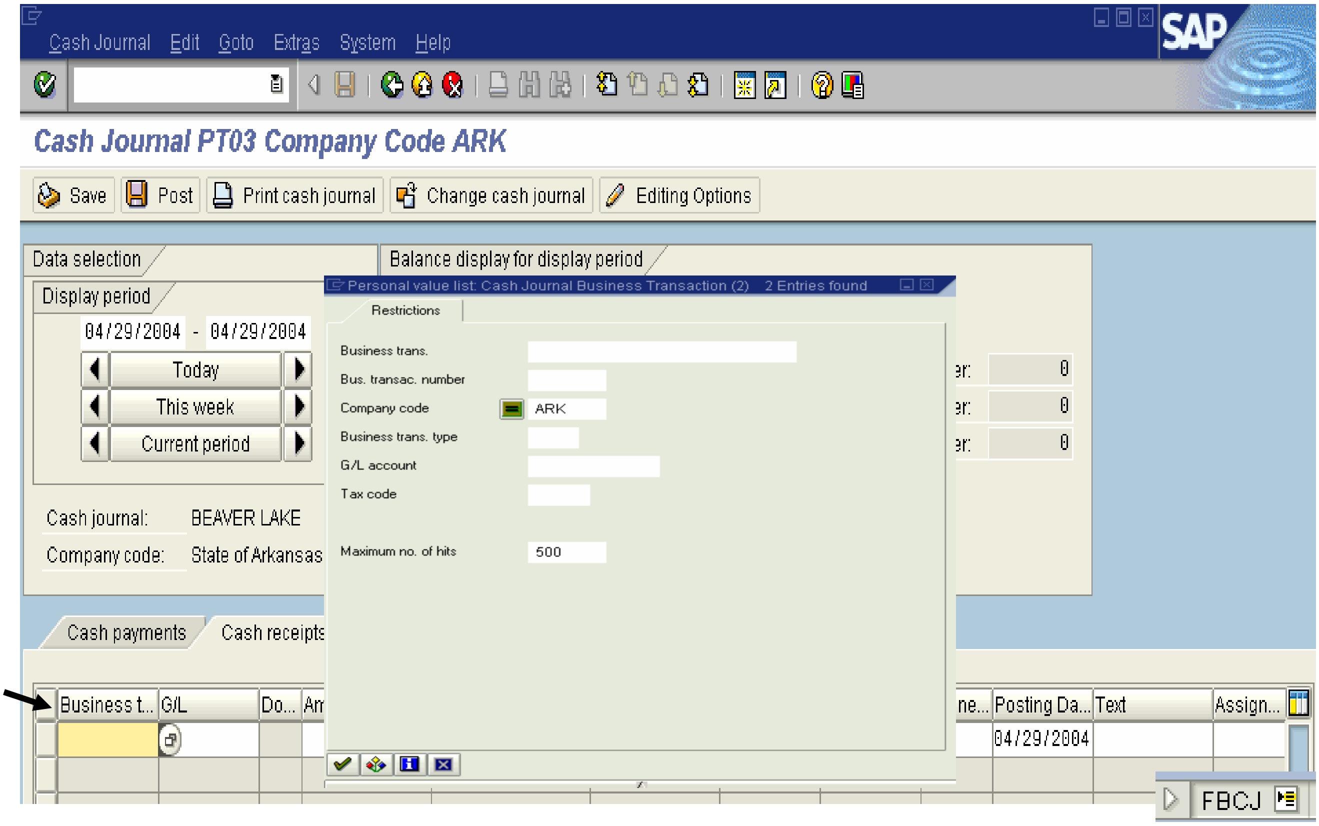
2. The entry made in the Business Transaction field of the Receipts tab determines what type of revenue is being recorded or indicates that a Customer receipt is being entered. This selection determines the necessary data entry.

Business transaction

Steps for entering revenue and customer receipts are the same except that customer receipts require additional information. Additional steps for entering customer receipts are provided in Topic 2-3-2.

Note: Prior to entering transactions in the cash journal, it is recommended the user open a second session for transaction ZBCJ to obtain clearing summary information. If customer payments are being receipted you may want to open a session for FBL5N or FB03 to obtain needed customer invoice data.

Topic 2-3-1
Entering Revenue Receipts
Cash Journal – Transaction FBCJ


Cash Journal
Edit
Goto
Extras
System
Help
SAP
Save
Post
Print cash journal
Change cash journal
Editing Options
Data selection
Balance display for display period
Display period
Today
This week
Current period
Personal value list: Cash Journal Business Transaction (2)   2 Entries found
Restrictions
Cash payments
Cash receipts
Business t...
G/L
Do...
Am
ne...
Posting Da...
Text
Assign...
FBCJ

Cash Journal PT03 Company Code ARK

Display period: 04/29/2004 - 04/29/2004

Cash journal: BEAVER LAKE

Company code: State of Arkansas

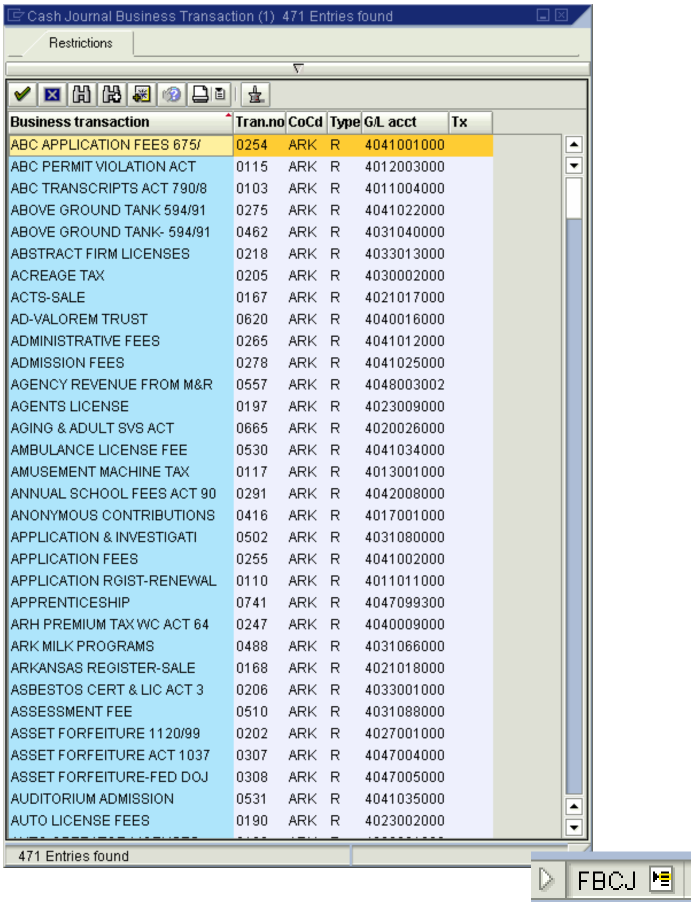
Business trans.:
Bus. transac. number:
Company code: ARK
Business trans. type:
G/L account:
Tax code:
Maximum no. of hits: 500

Posting Da...: 04/29/2004

3. Enter the Business Transaction number . If the Business Transaction number is not known, use look-up to find the transaction. Do not enter the G/L account in the G/L column. The G/L account number will be derived and populated when the business transaction is selected.

NOTE: The Business Transaction for customer receipts will always be 1. See Topic 2-3-2 of this Chapter for entering customer receipt line items. All other steps are the same for customer and revenue receipts.

Topic 2-3-1
Entering Revenue Receipts
Cash Journal – Transaction FBCJ

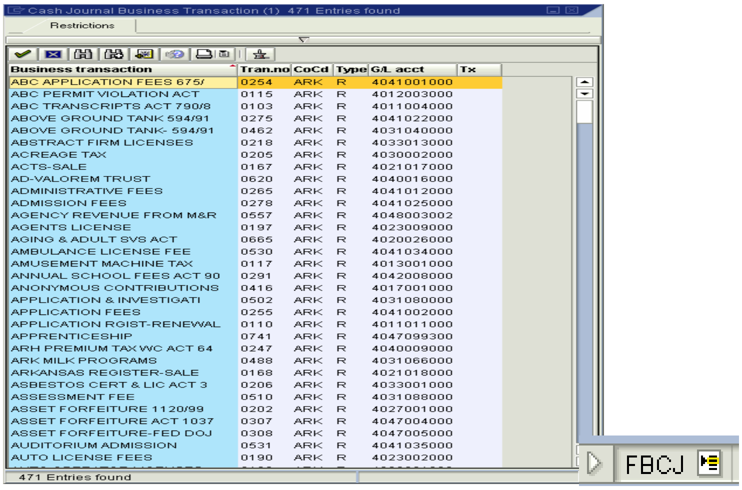


Business transaction	Tran.no	CoCd	Type	G/L acct	Tx
ABC APPLICATION FEES 675/	0254	ARK	R	4041001000	
ABC PERMIT VIOLATION ACT	0115	ARK	R	4012003000	
ABC TRANSCRIPTS ACT 790/8	0103	ARK	R	4011004000	
ABOVE GROUND TANK 594/91	0275	ARK	R	4041022000	
ABOVE GROUND TANK- 594/91	0462	ARK	R	4031040000	
ABSTRACT FIRM LICENSES	0218	ARK	R	4033013000	
ACREAGE TAX	0205	ARK	R	4030002000	
ACTS-SALE	0167	ARK	R	4021017000	
AD-VALOREM TRUST	0620	ARK	R	4040016000	
ADMINISTRATIVE FEES	0265	ARK	R	4041012000	
ADMISSION FEES	0278	ARK	R	4041025000	
AGENCY REVENUE FROM M&R	0557	ARK	R	4048003002	
AGENTS LICENSE	0197	ARK	R	4023009000	
AGING & ADULT SVS ACT	0665	ARK	R	4020026000	
AMBULANCE LICENSE FEE	0530	ARK	R	4041034000	
AMUSEMENT MACHINE TAX	0117	ARK	R	4013001000	
ANNUAL SCHOOL FEES ACT 90	0291	ARK	R	4042008000	
ANONYMOUS CONTRIBUTIONS	0416	ARK	R	4017001000	
APPLICATION & INVESTIGATI	0502	ARK	R	4031080000	
APPLICATION FEES	0255	ARK	R	4041002000	
APPLICATION RGIST-RENEWAL	0110	ARK	R	4011011000	
APPRENTICESHIP	0741	ARK	R	4047099300	
ARH PREMIUM TAX WC ACT 64	0247	ARK	R	4040009000	
ARK MILK PROGRAMS	0488	ARK	R	4031066000	
ARKANSAS REGISTER-SALE	0168	ARK	R	4021018000	
ASBESTOS CERT & LIC ACT 3	0206	ARK	R	4033001000	
ASSESSMENT FEE	0510	ARK	R	4031088000	
ASSET FORFEITURE 1120/99	0202	ARK	R	4027001000	
ASSET FORFEITURE ACT 1037	0307	ARK	R	4047004000	
ASSET FORFEITURE-FED DOJ	0308	ARK	R	4047005000	
AUDITORIUM ADMISSION	0531	ARK	R	4041035000	
AUTO LICENSE FEES	0190	ARK	R	4023002000	

471 Entries found

- The Transaction List comes up in Alphabetical order. To sort by G/L account or Transaction number, click on the bar of the column heading. To search by text use the binocular icons.

Topic 2-3-1
Entering Revenue Receipts
Cash Journal – Transaction FBCJ



Cash Journal Business Transaction (1) 471 Entries found

Business transaction	Tran.no	CoCd	Type	G/L acct	Tx
ABC APPLICATION FEES 675/	0254	ARK	R	4041001000	
ABC PERMIT VIOLATION ACT	0115	ARK	R	4012003000	
ABC TRANSCRIPTS ACT 790/8	0103	ARK	R	4011004000	
ABOVE GROUND TANK 594/91	0275	ARK	R	4041022000	
ABOVE GROUND TANK- 594/91	0462	ARK	R	4031040000	
ABSTRACT FIRM LICENSES	0218	ARK	R	4033013000	
ACREAGE TAX	0205	ARK	R	4030002000	
ACTS-SALE	0167	ARK	R	4021017000	
AD-VALOREM TRUST	0620	ARK	R	4040016000	
ADMINISTRATIVE FEES	0265	ARK	R	4041012000	
ADMISSION FEES	0278	ARK	R	4041025000	
AGENCY REVENUE FROM M&R	0557	ARK	R	4048003002	
AGENTS LICENSE	0197	ARK	R	4023009000	
AGING & ADULT SVS ACT	0665	ARK	R	4020026000	
AMBULANCE LICENSE FEE	0530	ARK	R	4041034000	
AMUSEMENT MACHINE TAX	0117	ARK	R	4013001000	
ANNUAL SCHOOL FEES ACT 90	0291	ARK	R	4042008000	
ANONYMOUS CONTRIBUTIONS	0416	ARK	R	4017001000	
APPLICATION & INVESTIGATI	0502	ARK	R	4031080000	
APPLICATION FEES	0255	ARK	R	4041002000	
APPLICATION RGIST-RENEWAL	0110	ARK	R	4011011000	
APPRENTICESHIP	0741	ARK	R	4047099300	
ARH PREMIUM TAX WC ACT 64	0247	ARK	R	4040009000	
ARK MILK PROGRAMS	0488	ARK	R	4031066000	
ARKANSAS REGISTER-SALE	0168	ARK	R	4021018000	
ASBESTOS CERT & LIC ACT 3	0206	ARK	R	4033001000	
ASSESSMENT FEE	0510	ARK	R	4031088000	
ASSET FORFEITURE 1120/99	0202	ARK	R	4027001000	
ASSET FORFEITURE ACT 1037	0307	ARK	R	4047004000	
ASSET FORFEITURE-FED DOJ	0308	ARK	R	4047005000	
AUDITORIUM ADMISSION	0531	ARK	R	4041035000	
AUTO LICENSE FEES	0190	ARK	R	4023002000	

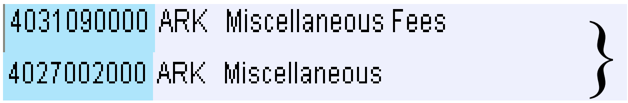
471 Entries found

- Select the Business transaction by highlighting and double-clicking, hitting the enter key, or click on the green check.

CAUTION: GL accounts can contain similar descriptions but will determine different revenue types.

Example: The following are “miscellaneous revenues” but are very different.

4013009000 ARK Miscellaneous License and Permits - General Revenue Fund AGA000

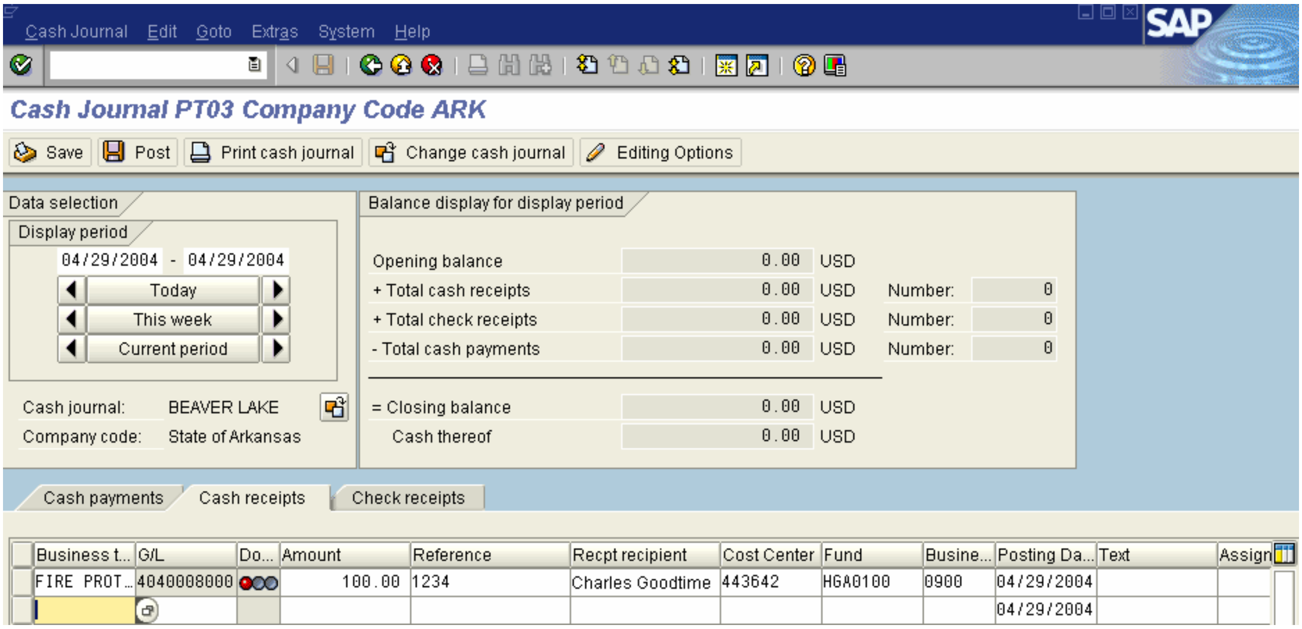


4031090000 ARK Miscellaneous Fees
4027002000 ARK Miscellaneous

- Special Revenues –
1 ½ or 3% fee apply

4047099000 ARK Miscellaneous Revenue - Deposit directly to agency fund

Topic 2-3-1
Entering Revenue Receipts
Cash Journal – Transaction FBCJ


Cash Journal Edit Goto Extras System Help
SAP
Save
Post
Print cash journal
Change cash journal
Editing Options
Today
This week
Current period
Cash payments
Cash receipts
Check receipts

Cash Journal PT03 Company Code ARK

Data selection

Display period
04/29/2004 - 04/29/2004

Cash journal: BEAVER LAKE
Company code: State of Arkansas

Balance display for display period

Opening balance	0.00	USD		
+ Total cash receipts	0.00	USD	Number:	0
+ Total check receipts	0.00	USD	Number:	0
- Total cash payments	0.00	USD	Number:	0
= Closing balance	0.00	USD		
Cash thereof	0.00	USD		

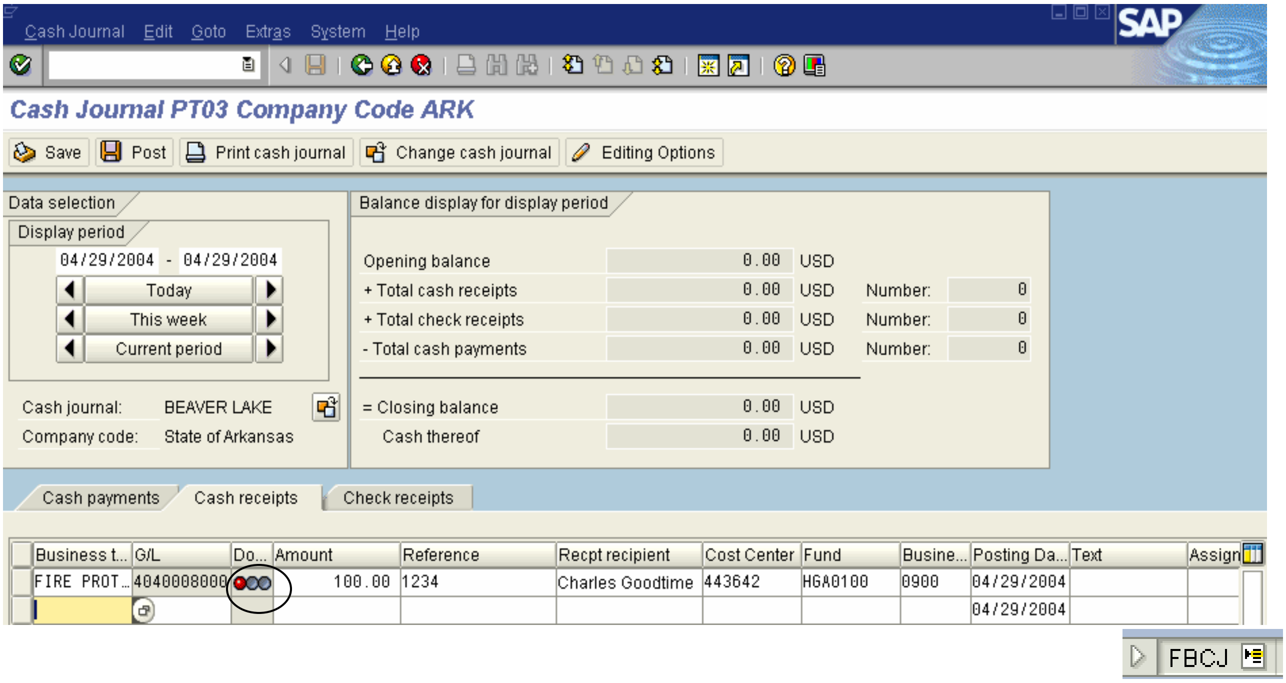
Business t...	G/L	Do...	Amount	Reference	Recpt recipient	Cost Center	Fund	Busine...	Posting Da...	Text	Assign
FIRE PROT...	4040008000	●●●	100.00	1234	Charles Goodtime	443642	HGA0100	0900	04/29/2004		
									04/29/2004		

4. Enter Amount.
5. Enter Recpt recipient – who the check was received from
6. Enter Reference – Check number, money order number, cash, etc.
7. Enter Cost center. When the enter key is hit the cost center will derive business area and fund.

***Note** – After the enter key is hit, check to be sure the correct GL account, fund and business area were derived.*

***Reminder** – General Revenues begin with 401* and require the cost center of 383359.*

Topic 2-3-1
Entering Revenue Receipts
Cash Journal – Transaction FBCJ


Cash Journal Edit Goto Extras System Help
SAP
Save
Post
Print cash journal
Change cash journal
Editing Options
Data selection
Display period
Today
This week
Current period
Balance display for display period
Cash payments
Cash receipts
Check receipts
FBCJ

Cash Journal PT03 Company Code ARK

Display period: 04/29/2004 - 04/29/2004

Cash journal: BEAVER LAKE

Company code: State of Arkansas

Opening balance	0.00	USD		
+ Total cash receipts	0.00	USD	Number:	0
+ Total check receipts	0.00	USD	Number:	0
- Total cash payments	0.00	USD	Number:	0
= Closing balance	0.00	USD		
Cash thereof	0.00	USD		

Business t...	G/L	Do...	Amount	Reference	Recpt recipient	Cost Center	Fund	Busine...	Posting Da...	Text	Assign
FIRE PROT...	4040008000	●○○	100.00	1234	Charles Goodtime	443642	HGA0100	0900	04/29/2004		
									04/29/2004		

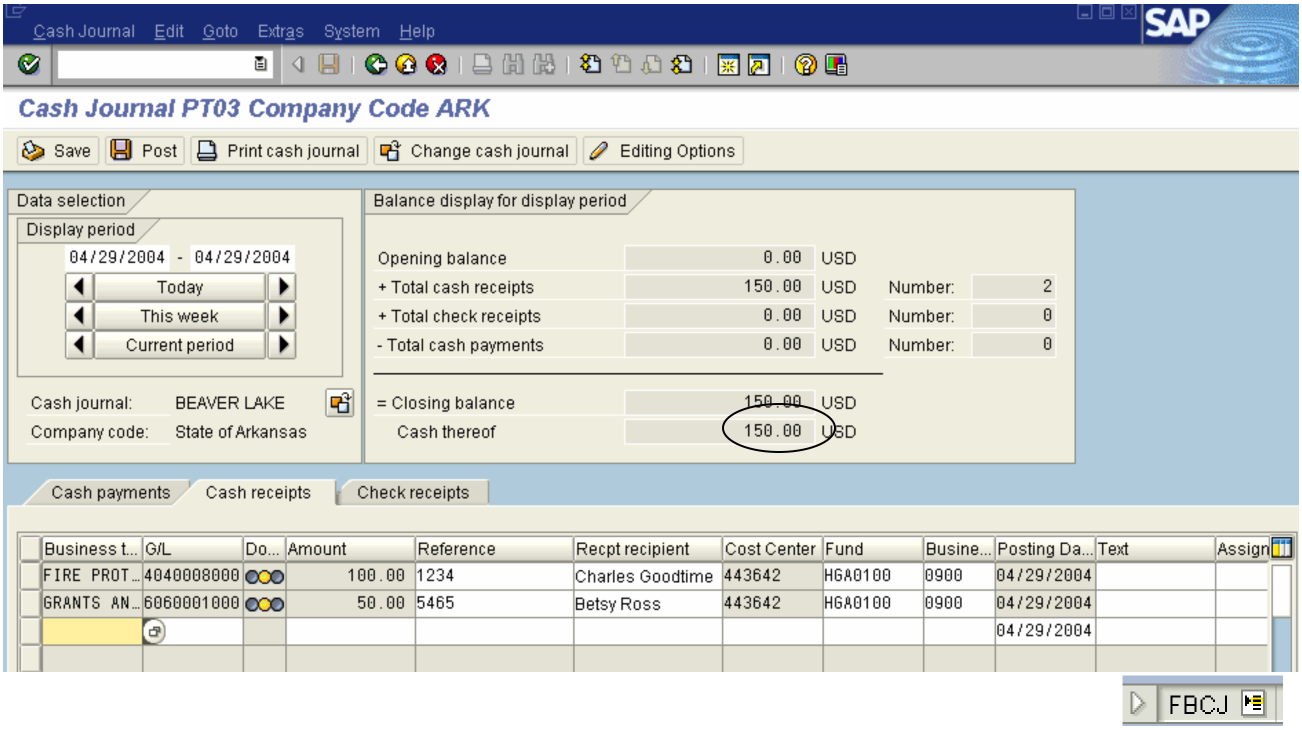
8. Enter WBS element and Internal order if applicable. All other fields are optional.

9. When all receipts have been entered, click on the Save button.

Upon hitting enter, a red light in the document status field indicates required fields have been entered. A yellow light indicates entry has been saved. Doc.stat. ○●○

NOTE: When entering numerous receipts, periodic saving of the entries is recommended. Save

Topic 2-3-1
Entering Revenue Receipts
Cash Journal – Transaction FBCJ


Cash Journal Edit Goto Extras System Help
SAP
Save
Post
Print cash journal
Change cash journal
Editing Options
Today
This week
Current period
Cash payments
Cash receipts
Check receipts
FBCJ

Cash Journal PT03 Company Code ARK

Data selection

Display period 04/29/2004 - 04/29/2004

Cash journal: BEAVER LAKE

Company code: State of Arkansas

Balance display for display period

Opening balance	0.00	USD		
+ Total cash receipts	150.00	USD	Number:	2
+ Total check receipts	0.00	USD	Number:	0
- Total cash payments	0.00	USD	Number:	0
= Closing balance	150.00	USD		
Cash thereof	150.00	USD		

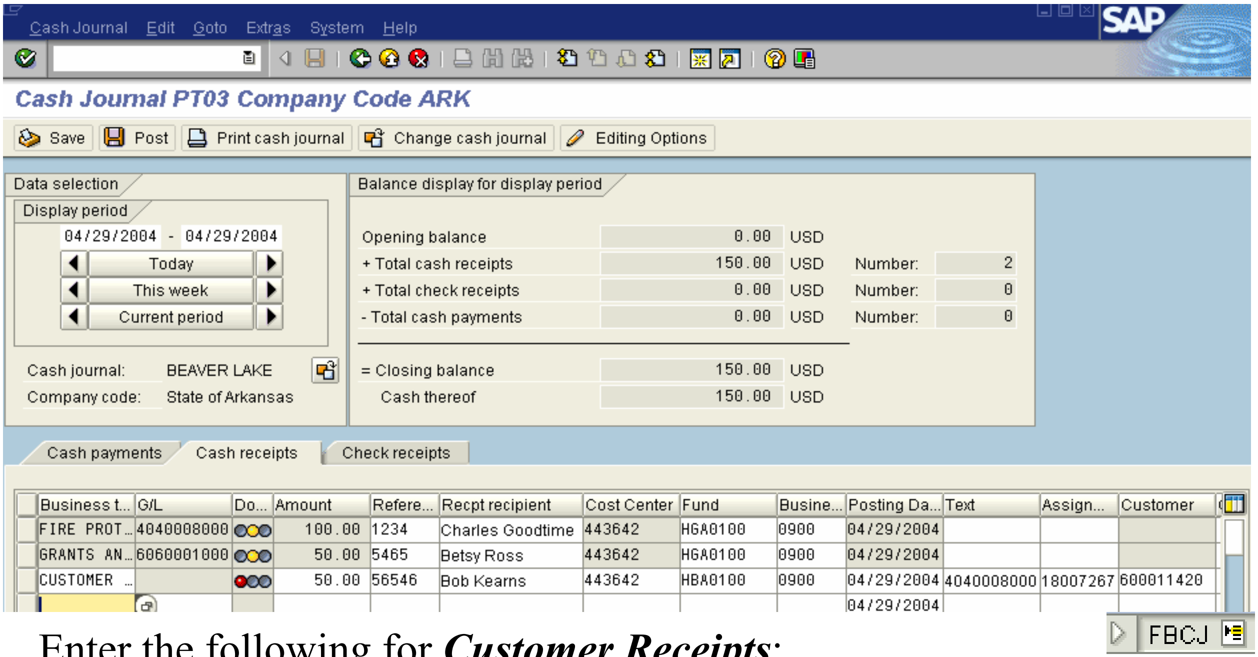
Business t...	G/L	Do...	Amount	Reference	Recpt recipient	Cost Center	Fund	Busine...	Posting Da...	Text	Assign
FIRE PROT...	4040008000	○○○	100.00	1234	Charles Goodtime	443642	HGA0100	0900	04/29/2004		
GRANTS AN...	6060001000	○○○	50.00	5465	Betsy Ross	443642	HGA0100	0900	04/29/2004		
									04/29/2004		

10. Once all receipts are entered and saved, add checks and cash and verify with the total receipts entered in the Cash Journal. Errors can be corrected at this time in the fields that are not grayed out. If a field that is grayed out needs to be corrected, this can be done by deleting the incorrect line and re-entering the data correctly.

11. After completing all receipts, the Payment tab must be completed. See Topic 2-4 for Payment tab procedures.

Note: Saved entries can be deleted. Once an entry is Posted it cannot be deleted; it must be reversed. See Topic 2-5 for procedures for deleting and reversing entries.

Topic 2-3-2
Entering Customer Receipts
Cash Journal – Transaction FBCJ


Cash Journal Edit Goto Extras System Help
SAP
Save
Post
Print cash journal
Change cash journal
Editing Options
Today
This week
Current period
Cash payments
Cash receipts
Check receipts
FBCJ

Cash Journal PT03 Company Code ARK

Data selection

Display period: 04/29/2004 - 04/29/2004

Cash journal: BEAVER LAKE

Company code: State of Arkansas

Balance display for display period

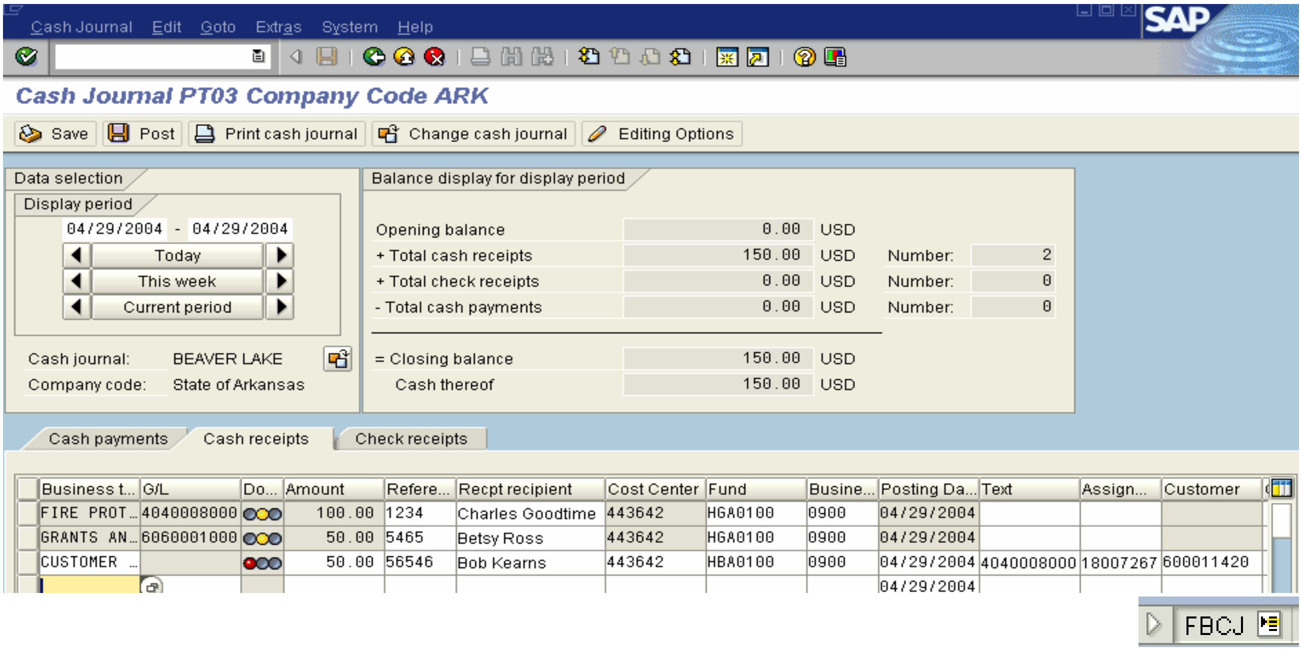
Opening balance	0.00	USD		
+ Total cash receipts	150.00	USD	Number:	2
+ Total check receipts	0.00	USD	Number:	0
- Total cash payments	0.00	USD	Number:	0
= Closing balance	150.00	USD		
Cash thereof	150.00	USD		

Business t...	G/L	Do...	Amount	Refere...	Recpt recipient	Cost Center	Fund	Busine...	Posting Da...	Text	Assign...	Customer
FIRE PROT...	4040008000	●●●	100.00	1234	Charles Goodtime	443642	HGA0100	0900	04/29/2004			
GRANTS AN...	6060001000	●●●	50.00	5465	Betsy Ross	443642	HGA0100	0900	04/29/2004			
CUSTOMER ...		●●●	50.00	56546	Bob Kearns	443642	HBA0100	0900	04/29/2004	4040008000	18007267	600011420
									04/29/2004			

Enter the following for ***Customer Receipts***:

- Business Transaction – enter a 1 for Customer Payment.
- Enter Amount.
- Enter Recpt recipient field if not the same as customer name on the master record. The customer’s name will default from Customer master record if field is left blank.
- Enter the check number, money order number, or “cash” in the Reference field.
- Enter cost center. ***This must be the same cost center as was used on the original invoice.***
- Enter fund. ***This must be the same fund as was used on the original invoice and must be assigned to the cost center used.***

Topic 2-3-2
Entering Customer Receipts
Cash Journal – Transaction FBCJ


Cash Journal
Edit
Goto
Extras
System
Help
SAP
Save
Post
Print cash journal
Change cash journal
Editing Options
Today
This week
Current period
Cash payments
Cash receipts
Check receipts
FBCJ

Cash Journal PT03 Company Code ARK

Data selection

Display period 04/29/2004 - 04/29/2004

Cash journal: BEAVER LAKE

Company code: State of Arkansas

Balance display for display period

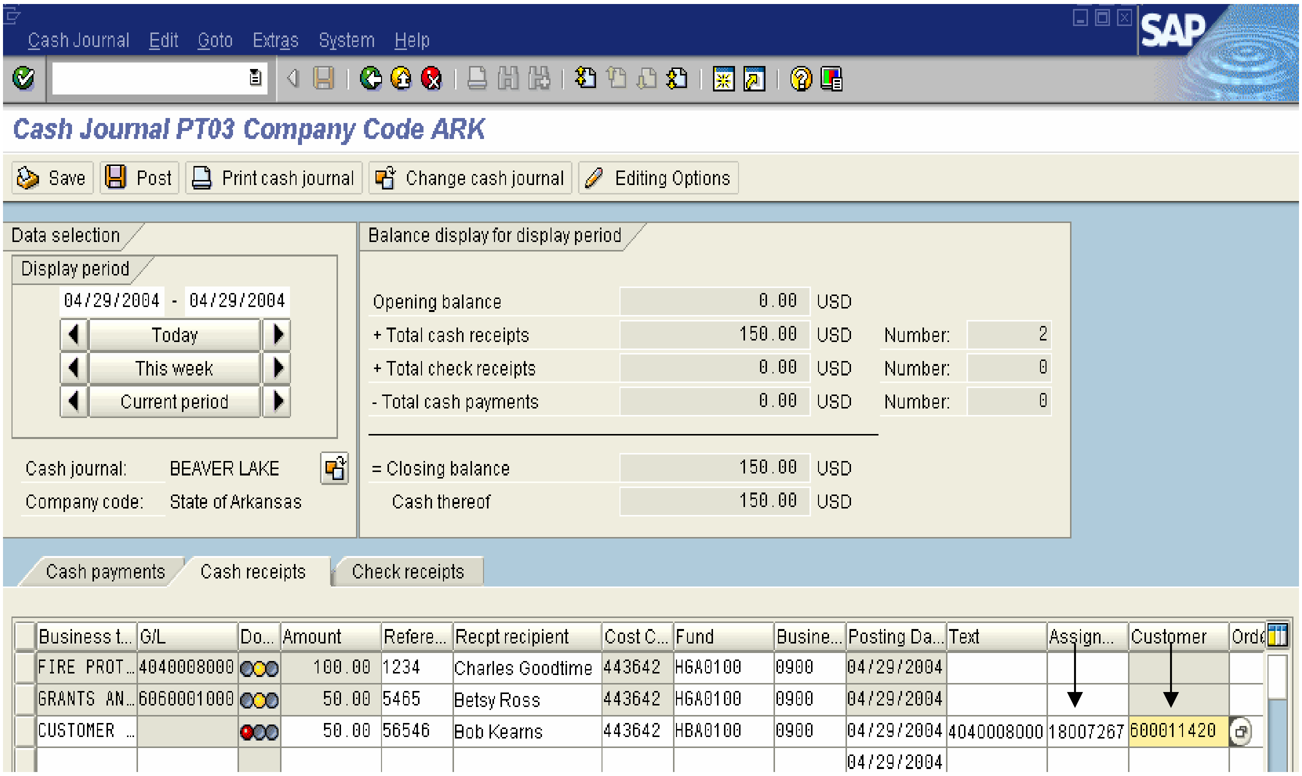
Opening balance	0.00	USD		
+ Total cash receipts	150.00	USD	Number:	2
+ Total check receipts	0.00	USD	Number:	0
- Total cash payments	0.00	USD	Number:	0
= Closing balance	150.00	USD		
Cash thereof	150.00	USD		

Business t...	G/L	Do...	Amount	Refere...	Recpt recipient	Cost Center	Fund	Busine...	Posting Da...	Text	Assign...	Customer
FIRE PROT...	4040008000	○○○	100.00	1234	Charles Goodtime	443642	HGA0100	0900	04/29/2004			
GRANTS AN...	6060001000	○○○	50.00	5465	Betsy Ross	443642	HGA0100	0900	04/29/2004			
CUSTOMER ...		●○○	50.00	56546	Bob Kearns	443642	HBA0100	0900	04/29/2004	4040008000	18007267	600011420
									04/29/2004			

- Business area will default from cost center if cost center is entered first.
- Enter GL account in Text field. This will be the revenue GL account that was used on the customer invoice.

IMPORTANT: Entering the GL account in the text field will not post revenue again but will provide the GL account required for the Deposit slip. In order for agency revenue records and Treasury deposits to reconcile, the GL account entered on the Receipts tab of FBCJ should match the GL account used on the customer's invoice.

Topic 2-3-2
Entering Customer Receipts
Cash Journal – Transaction FBCJ


Cash Journal
Edit
Goto
Extras
System
Help
SAP
Save
Post
Print cash journal
Change cash journal
Editing Options
Data selection
Display period
Today
This week
Current period
Balance display for display period
Cash payments
Cash receipts
Check receipts

Cash Journal PT03 Company Code ARK

Display period: 04/29/2004 - 04/29/2004

Cash journal: BEAVER LAKE
Company code: State of Arkansas

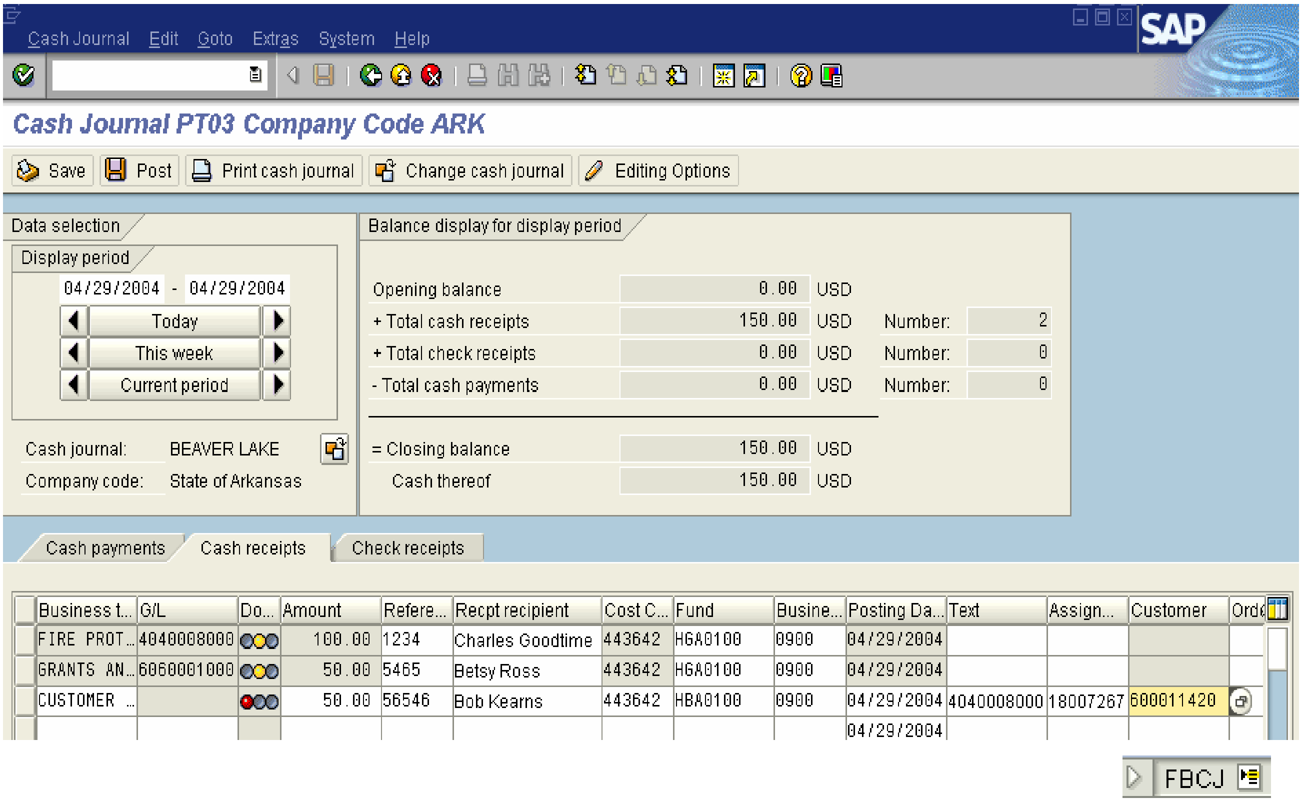
Opening balance	0.00	USD		
+ Total cash receipts	150.00	USD	Number:	2
+ Total check receipts	0.00	USD	Number:	0
- Total cash payments	0.00	USD	Number:	0
= Closing balance	150.00	USD		
Cash thereof	150.00	USD		

Business t...	G/L	Do...	Amount	Refere...	Recpt recipient	Cost C...	Fund	Busine...	Posting Da...	Text	Assign...	Customer	Ord
FIRE PROT...	4040008000	○●○	100.00	1234	Charles Goodtime	443642	HGA0100	0900	04/29/2004				
GRANTS AN...	6060001000	○●○	50.00	5465	Betsy Ross	443642	HGA0100	0900	04/29/2004				
CUSTOMER ...		●○○	50.00	56546	Bob Kearns	443642	HBA0100	0900	04/29/2004	4040008000	18007267	600011420	
									04/29/2004				

- Enter the Assignment – the AASIS Customer invoice document number.
- Enter the Customer number

Note: See Topic 2-3-3 for locating customer numbers and/or customer invoice document numbers.

Topic 2-3-2
Entering Customer Receipts
Cash Journal – Transaction FBCJ


Cash Journal
Edit
Goto
Extras
System
Help
SAP
Save
Post
Print cash journal
Change cash journal
Editing Options
Today
This week
Current period
Cash payments
Cash receipts
Check receipts
FBCJ

Cash Journal PT03 Company Code ARK

Data selection

Display period: 04/29/2004 - 04/29/2004

Cash journal: BEAVER LAKE

Company code: State of Arkansas

Balance display for display period

Opening balance	0.00	USD		
+ Total cash receipts	150.00	USD	Number:	2
+ Total check receipts	0.00	USD	Number:	0
- Total cash payments	0.00	USD	Number:	0
= Closing balance	150.00	USD		
Cash thereof	150.00	USD		

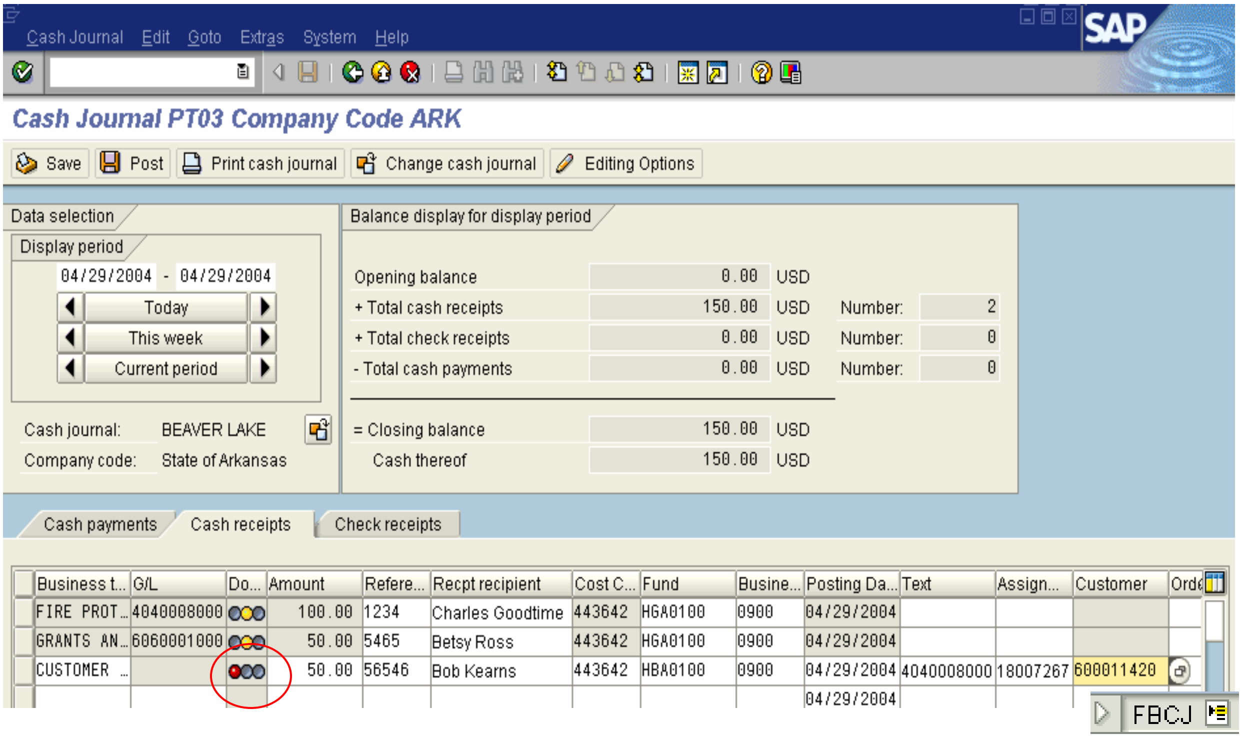
Business t...	G/L	Do...	Amount	Refere...	Recpt recipient	Cost C...	Fund	Busine...	Posting Da...	Text	Assign...	Customer	Ord
FIRE PROT...	4040008000	○●○	100.00	1234	Charles Goodtime	443642	HGA0100	0900	04/29/2004				
GRANTS AN...	6060001000	○●○	50.00	5465	Betsy Ross	443642	HGA0100	0900	04/29/2004				
CUSTOMER ...		●○○	50.00	56546	Bob Kearns	443642	HBA0100	0900	04/29/2004	4040008000	18007267	600011420	
									04/29/2004				

11. Enter WBS and/or Internal order if applicable.

12. Addtl. Text 1 and Addtl. Text 2 fields are optional. Free text may be entered as desired.

NOTE: See Appendix C for a Quick Reference Card for Customer Invoice Receipts tab fields for entry.

Topic 2-3-2
Entering Customer Receipts
Cash Journal – Transaction FBCJ


Cash Journal
Edit
Goto
Extras
System
Help
SAP
Save
Post
Print cash journal
Change cash journal
Editing Options
Today
This week
Current period
Cash payments
Cash receipts
Check receipts
FBCJ

Cash Journal PT03 Company Code ARK

Data selection

Display period: 04/29/2004 - 04/29/2004

Cash journal: BEAVER LAKE

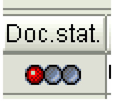
Company code: State of Arkansas

Balance display for display period

Opening balance	0.00 USD		
+ Total cash receipts	150.00 USD	Number:	2
+ Total check receipts	0.00 USD	Number:	0
- Total cash payments	0.00 USD	Number:	0
= Closing balance	150.00 USD		
Cash thereof	150.00 USD		

Business t...	G/L	Do...	Amount	Refere...	Recpt recipient	Cost C...	Fund	Busine...	Posting Da...	Text	Assign...	Customer	Ord
FIRE PROT...	4040008000	○●○	100.00	1234	Charles Goodtime	443642	HGA0100	0900	04/29/2004				
GRANTS AN...	6060001000	○●○	50.00	5465	Betsy Ross	443642	HGA0100	0900	04/29/2004				
CUSTOMER ...		●○○	50.00	56546	Bob Kearns	443642	HBA0100	0900	04/29/2004	4040008000	18007267	600011420	
									04/29/2004				

13. Notice the Doc. stat. (Document status) field.



Upon hitting enter, a red light indicates required fields have been entered. A yellow light indicates entry has been saved. A green light indicates transactions have been posted. When all fields are entered. Click on the Save icon. Save

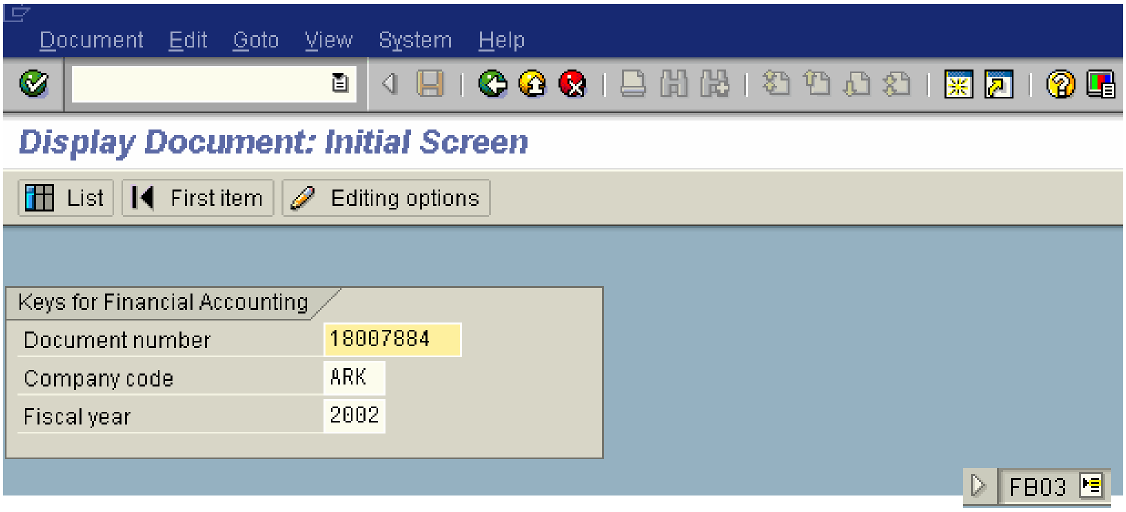
Note: Save allows the data to be saved in the cash journal without posting.

14. After saving all receipts, the Payment tab must be completed. See Topic 2-4 for Payment tab procedures.

Topic 2-3-2
Entering Customer Receipts
Cash Journal – Transaction FBCJ

Data Entry Tip: If entering similar receipts, for example where GL and cost center are the same, but the customer and/or amounts are different, the copy feature may be used to duplicate lines and then change fields as needed. Click on a line to copy and select Entry>Copy Entry from the menu or copy icon to duplicate the line.

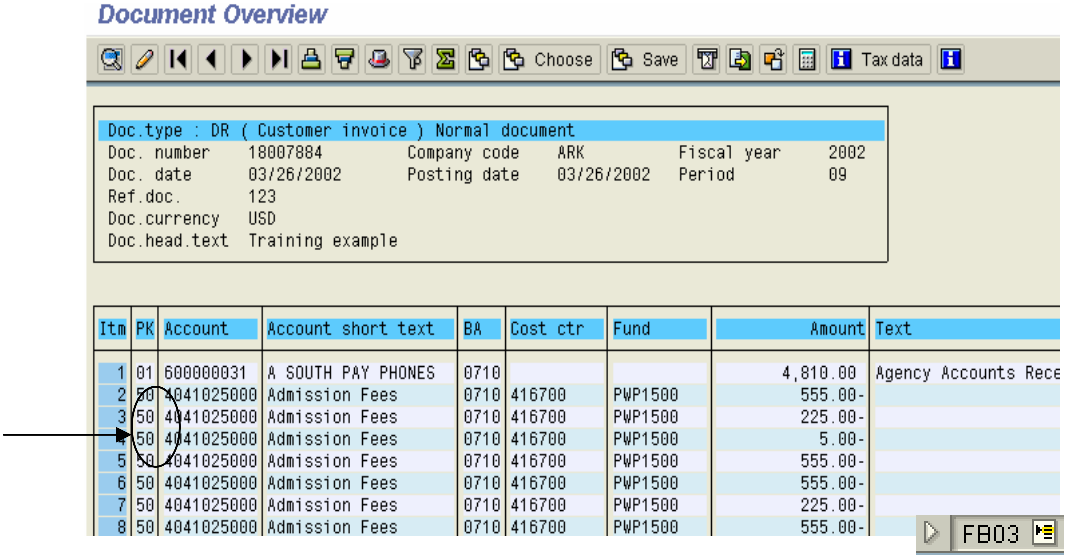
Topic 2-3-3
Locating Customer Data
Display Document – Transaction FB03


Document Edit Goto View System Help
Display Document: Initial Screen
List
First item
Editing options
FB03

Keys for Financial Accounting

Document number	18007884
Company code	ARK
Fiscal year	2002

1. If the customer document number is known, go to transaction FB03, enter document number and click on the green check ✓. The document overview will appear.

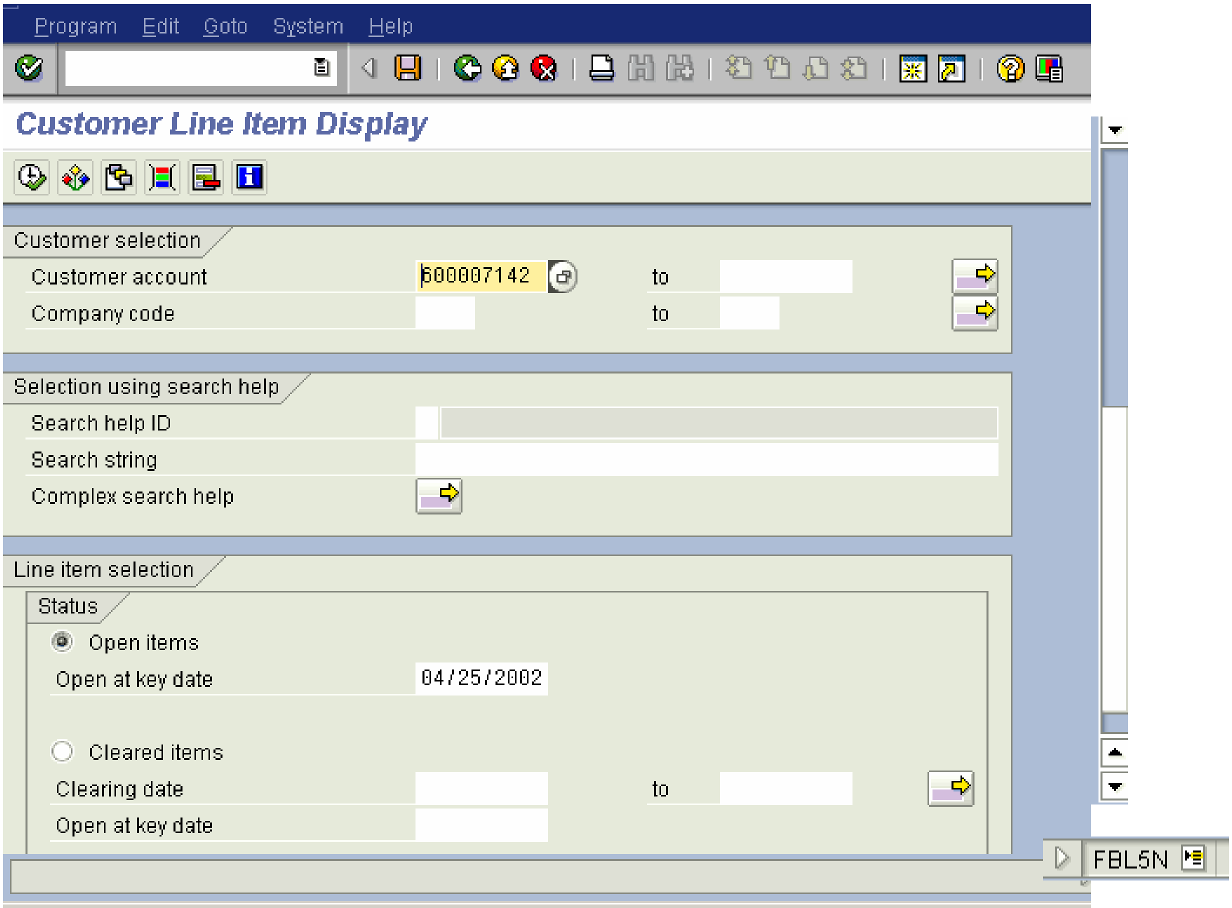

Document Overview
Choose
Save
Tax data
FB03

```
Doc.type : DR ( Customer invoice ) Normal document
Doc. number     18007884     Company code    ARK          Fiscal year     2002
Doc. date       03/26/2002   Posting date    03/26/2002   Period          09
Ref.doc.        123
Doc.currency    USD
Doc.head.text   Training example
```

Itm	PK	Account	Account short text	BA	Cost ctr	Fund	Amount	Text
1	01	600000031	A SOUTH PAY PHONES	0710			4,810.00	Agency Accounts Rece
2	50	4041025000	Admission Fees	0710	416700	PWP1500	555.00-	
3	50	4041025000	Admission Fees	0710	416700	PWP1500	225.00-	
4	50	4041025000	Admission Fees	0710	416700	PWP1500	5.00-	
5	50	4041025000	Admission Fees	0710	416700	PWP1500	555.00-	
6	50	4041025000	Admission Fees	0710	416700	PWP1500	555.00-	
7	50	4041025000	Admission Fees	0710	416700	PWP1500	225.00-	
8	50	4041025000	Admission Fees	0710	416700	PWP1500	555.00-	

Note: Customer number will be on the Posting Key 01 (PK 01) line.

Topic 2-3-3
Locating Customer Data
Display Customer Line Items – Transaction FBL5N



Customer selection
Customer account 600007142 to
Company code to

Selection using search help
Search help ID
Search string
Complex search help

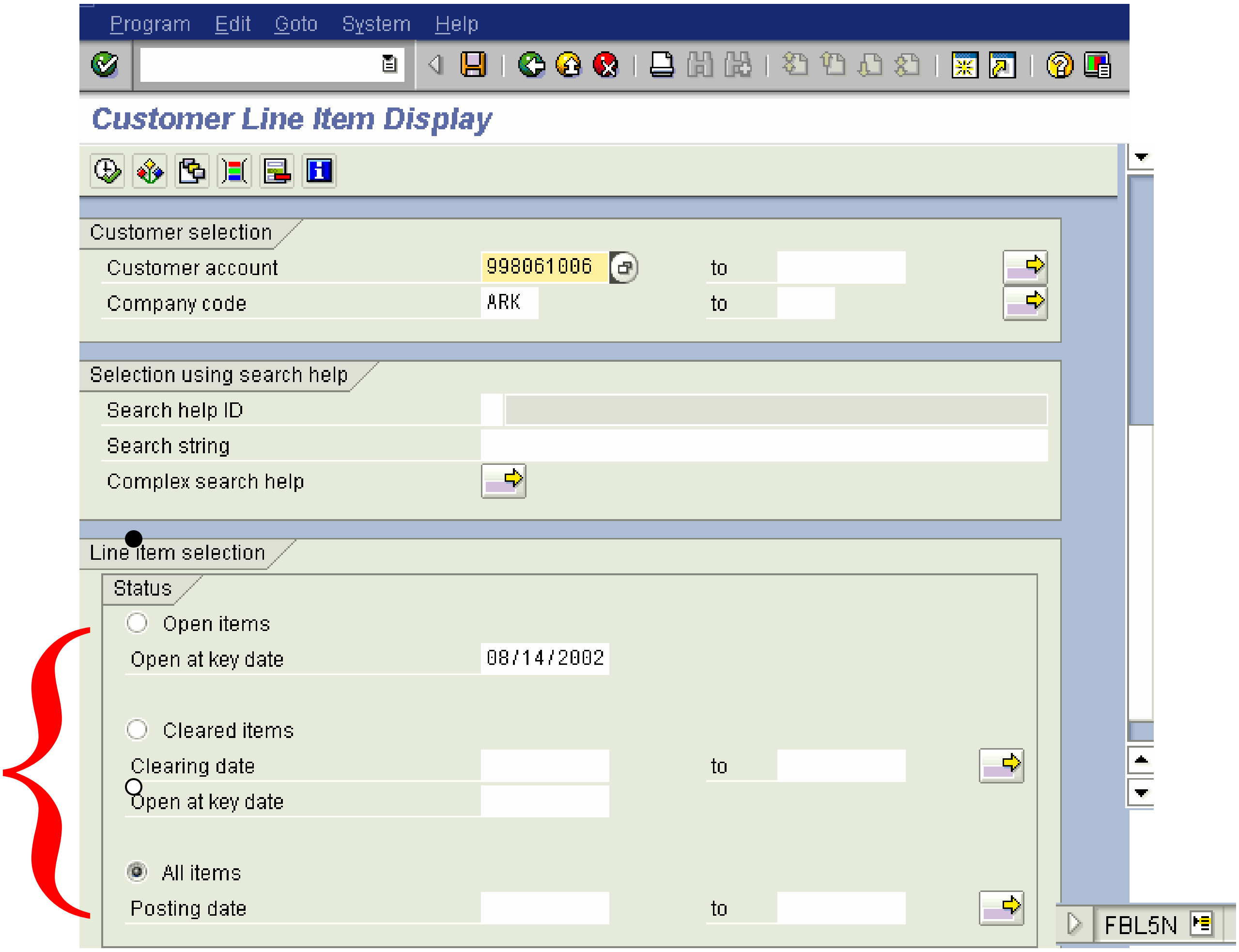
Line item selection
Status
● Open items
Open at key date 04/25/2002
○ Cleared items
Clearing date to
Open at key date

1. When the customer number is known but not the document number, enter the customer number on transaction FBL5N.

Note: Lookup a Customer account by clicking on the drop-down icon. State agencies customer account numbers begin with 998.*

Note: By leaving customer number field blank and selecting your Business Area in Dynamic Selections (see Steps 4-7), all customer items for the agency will be displayed.

Topic 2-3-3
Locating Customer Data
Display Customer Line Items – Transaction FBL5N



Customer Line Item Display

Customer selection

Customer account 998061006 to

Company code ARK to

Selection using search help

Search help ID

Search string

Complex search help

Line item selection

Status

○ Open items

Open at key date 08/14/2002

○ Cleared items

Clearing date to

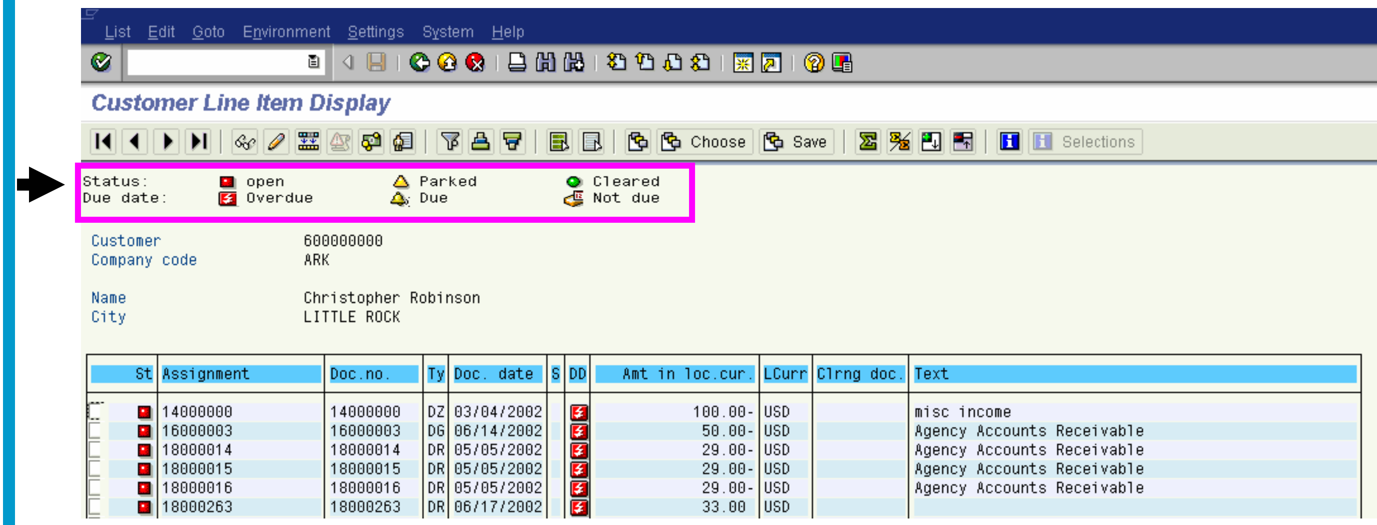
Open at key date

● All items

Posting date to

2. Use vertical scroll bar to scroll down to Line item selection. Options are available to view open, cleared or all items. Accounts should be in open items if payments are being receipted.

Topic 2-3-3
Locating Customer Data
Display Customer Line Items – Transaction FBL5N



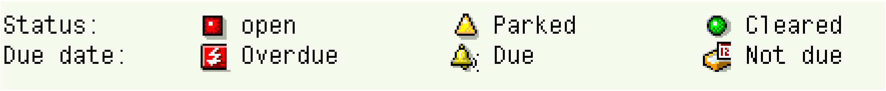
Status: 🟥 open △ Parked ● Cleared
Due date: ⚡ Overdue △ Due ⚑ Not due

Customer 600000000
Company code ARK

Name Christopher Robinson
City LITTLE ROCK

	St	Assignment	Doc.no.	Ty	Doc. date	S	DD	Amt in loc.cur.	LCurr	Clrng doc.	Text
☐	🟥	14000000	14000000	DZ	03/04/2002		⚡	100.00-	USD		misc income
☐	🟥	16000003	16000003	DG	06/14/2002		⚡	50.00-	USD		Agency Accounts Receivable
☐	🟥	18000014	18000014	DR	05/05/2002		⚡	29.00-	USD		Agency Accounts Receivable
☐	🟥	18000015	18000015	DR	05/05/2002		⚡	29.00-	USD		Agency Accounts Receivable
☐	🟥	18000016	18000016	DR	05/05/2002		⚡	29.00-	USD		Agency Accounts Receivable
☐	🟥	18000263	18000263	DR	06/17/2002		⚡	33.00	USD		

3. When list is generated, make note of the symbols in the legend at the top of the screen.

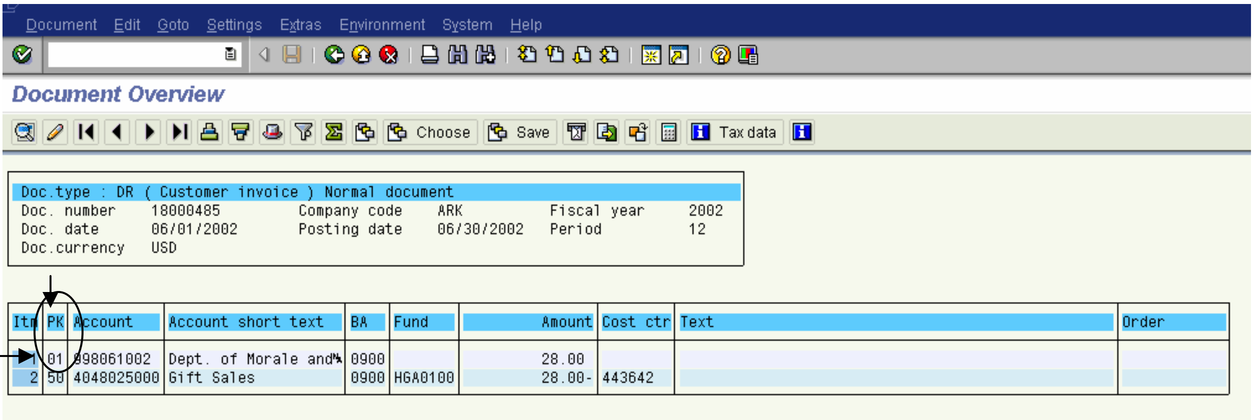


Status: 🟥 open △ Parked ● Cleared
Due date: ⚡ Overdue △ Due ⚑ Not due

These symbols indicate the status of customer item(s).

4. Select the open item to which the payment is to be applied and double click to view the document.

Topic 2-3-3
Locating Customer Data
Display Customer Line Items – Transaction FBL5N


Document
Edit
Goto
Settings
Extras
Environment
System
Help
Document Overview
Choose
Save
Tax data

Doc.type : DR (Customer invoice) Normal document

Doc. number	18000485	Company code	ARK	Fiscal year	2002
Doc. date	06/01/2002	Posting date	06/30/2002	Period	12
Doc.currency	USD				

Itm	PK	Account	Account short text	BA	Fund	Amount	Cost ctr	Text	Order
1	01	998061002	Dept. of Morale and	0900		28.00			
2	50	4048025000	Gift Sales	0900	HGA0100	28.00-	443642		

Note: Customer number will be on the Posting Key 01 (PK 01) line.

The cost center and fund can be obtained from this view.

Topic 2-4 Cash Payments Tab in Cash Journal Transaction ZBCJ

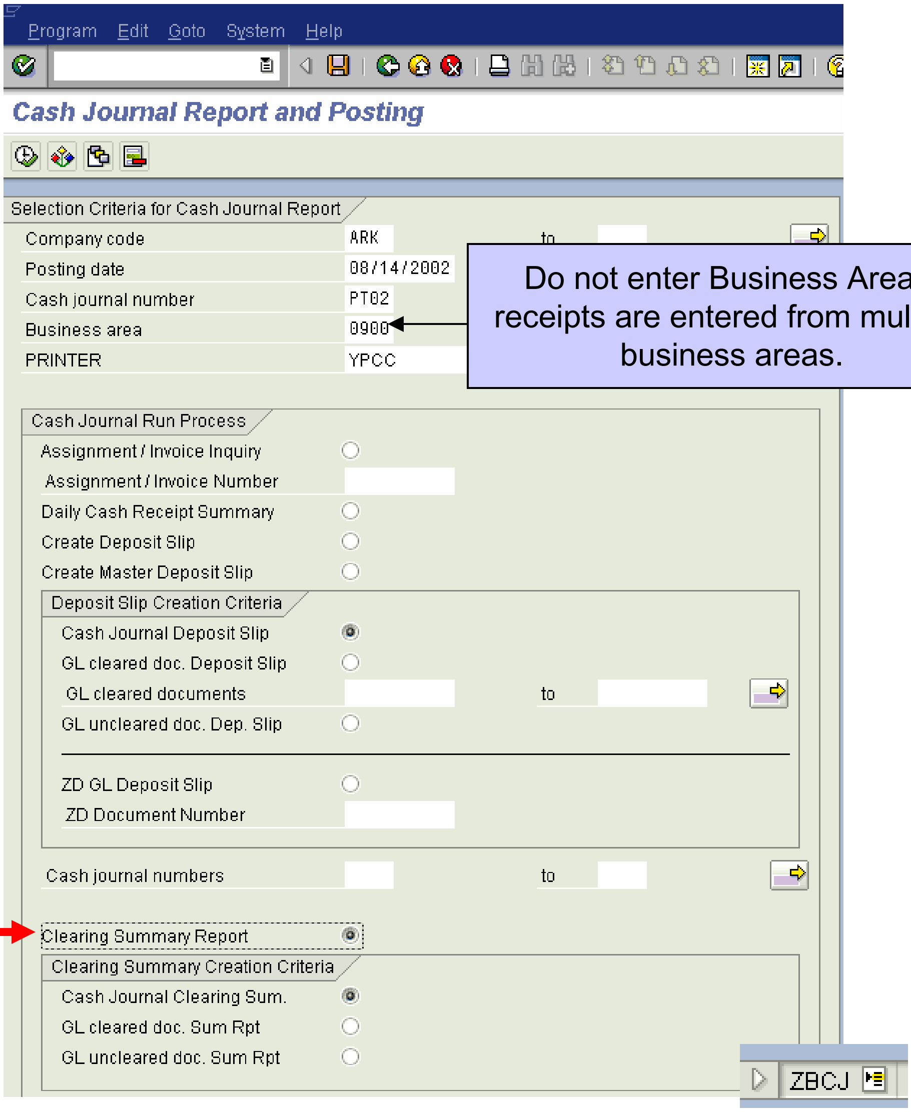
If multiple funds have been receipted, open a second session to transaction ZBCJ.

ZBCJ has multiple uses. It is used to create a deposit slip, and it is used to summarize total receipts by fund for entry in FBCJ.

While a fund may have many line items on the receipts tab of cash journal, only one line per fund should be entered on the Payments tab of FBCJ. The total should include both customer and revenue receipts.

If receipts tab entries only include one fund, it is not necessary to use ZBCJ to obtain fund totals for the Payment tab. When only one fund is involved, ZBCJ would only be needed to create a deposit slip.

Topic 2-4-1
Clearing Summary Report
For Cash Journal Payments – Transaction ZBCJ


Program Edit Goto System Help
Cash Journal Report and Posting
ZBCJ

Selection Criteria for Cash Journal Report

Company code: ARK to
Posting date: 08/14/2002
Cash journal number: PT02
Business area: 0900
PRINTER: YPCC

Do not enter Business Area if receipts are entered from multiple business areas.

Cash Journal Run Process

- Assignment / Invoice Inquiry ○
- Assignment / Invoice Number
- Daily Cash Receipt Summary ○
- Create Deposit Slip ○
- Create Master Deposit Slip ○

Deposit Slip Creation Criteria

- Cash Journal Deposit Slip ●
- GL cleared doc. Deposit Slip ○
- GL cleared documents to
- GL uncleared doc. Dep. Slip ○
- ZD GL Deposit Slip ○
- ZD Document Number

Cash journal numbers to

- Clearing Summary Report ●

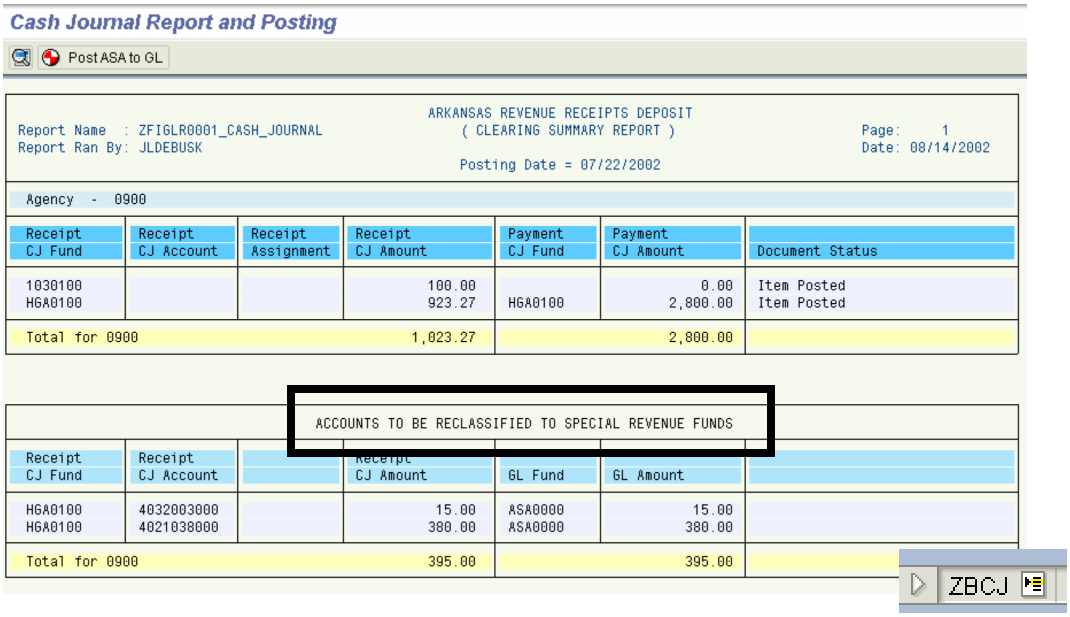
Clearing Summary Creation Criteria

- Cash Journal Clearing Sum. ●
- GL cleared doc. Sum Rpt ○
- GL uncleared doc. Sum Rpt ○

1. Enter Cash Journal number.
2. Enter the AASIS system printer.
3. Select “Clearing Summary Report”.
4. Click on the Execute icon.

Topic 2-4-1

Summarizing Fund Totals For Cash Journal Payments – Transaction ZBCJ



ARKANSAS REVENUE RECEIPTS DEPOSIT
(CLEARING SUMMARY REPORT)
Posting Date = 07/22/2002

Report Name : ZFIGLR0001_CASH_JOURNAL
Report Ran By: JLDEBUSK

Page: 1
Date: 08/14/2002

Agency - 0900

Receipt CJ Fund	Receipt CJ Account	Receipt Assignment	Receipt CJ Amount	Payment CJ Fund	Payment CJ Amount	Document Status
1030100			100.00		0.00	Item Posted
HGA0100			923.27	HGA0100	2,800.00	Item Posted
Total for 0900			1,023.27		2,800.00	

Fund and amount for payment tab.

ACCOUNTS TO BE RECLASSIFIED TO SPECIAL REVENUE FUNDS

Receipt CJ Fund	Receipt CJ Account		Receipt CJ Amount	GL Fund	GL Amount	
HGA0100	4032003000		15.00	ASA0000	15.00	
HGA0100	4021038000		380.00	ASA0000	380.00	
Total for 0900			395.00		395.00	

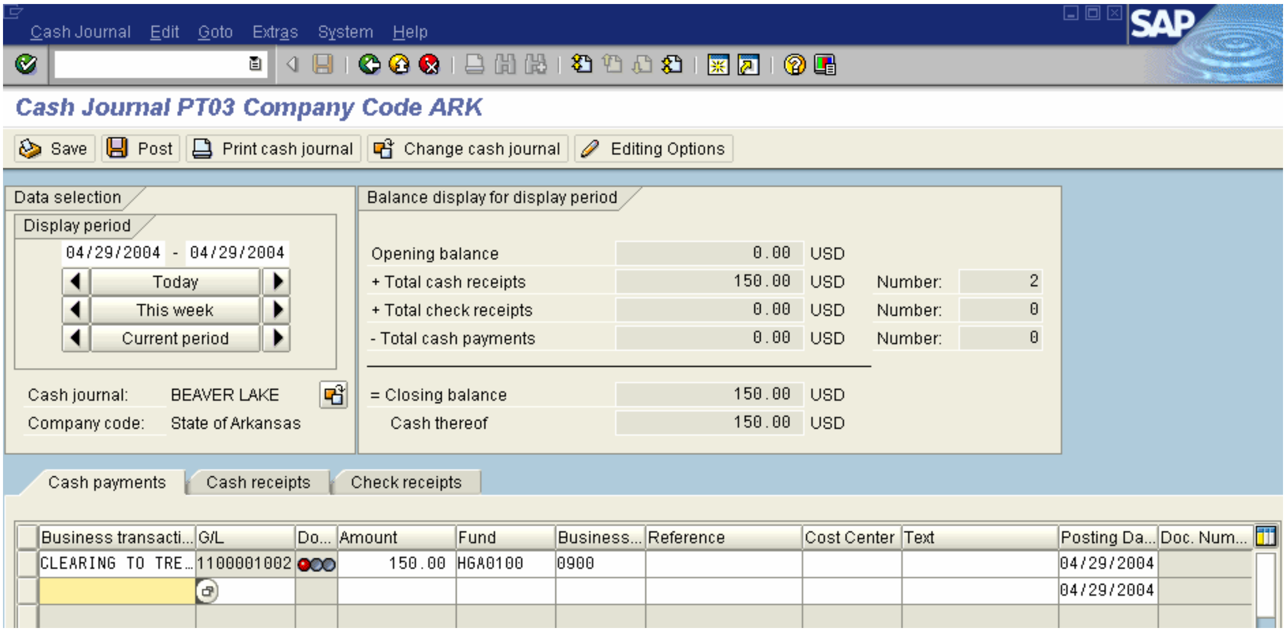
5. The total amount for each fund will be displayed.

6. Check the Document Status field. Items that do not display as “Item Posted” must be corrected before posting the payment tab.

   Note: The Special revenues (402 and 403*) will be displayed.*

7. Toggle to FBCJ Cash Payments tab.

Topic 2-4-2
Entering Payments tab in Cash Journal Transaction FBCJ



Cash Journal PT03 Company Code ARK

Data selection

Display period

04/29/2004 - 04/29/2004

Cash journal: BEAVER LAKE

Company code: State of Arkansas

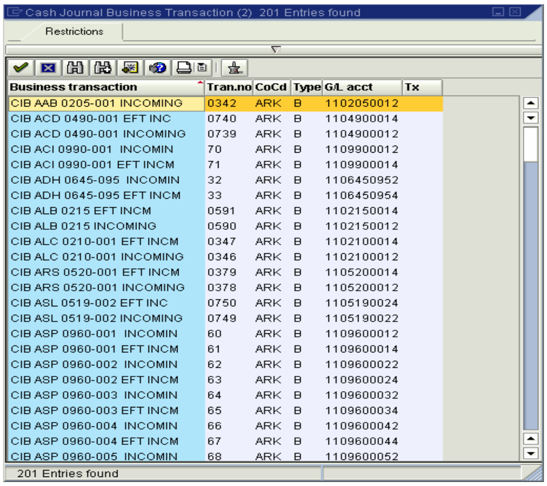
Balance display for display period

Opening balance	0.00	USD		
+ Total cash receipts	150.00	USD	Number:	2
+ Total check receipts	0.00	USD	Number:	0
- Total cash payments	0.00	USD	Number:	0
= Closing balance	150.00	USD		
Cash thereof	150.00	USD		

Business transacti...	G/L	Do...	Amount	Fund	Business...	Reference	Cost Center	Text	Posting Da...	Doc. Num...
CLEARING TO TRE...	1100001002	●○○	150.00	HGA0100	0900				04/29/2004	
									04/29/2004	

On the payments tab enter the following:

- The Business Transaction code for Treasury Funds will always be 5.
- For cash fund receipts, most agencies will use transaction 0619 for CIB – Non AASIS House Bank. Agencies that are using AASIS House Banks can use the look-up ⧉ to find the appropriate incoming account.

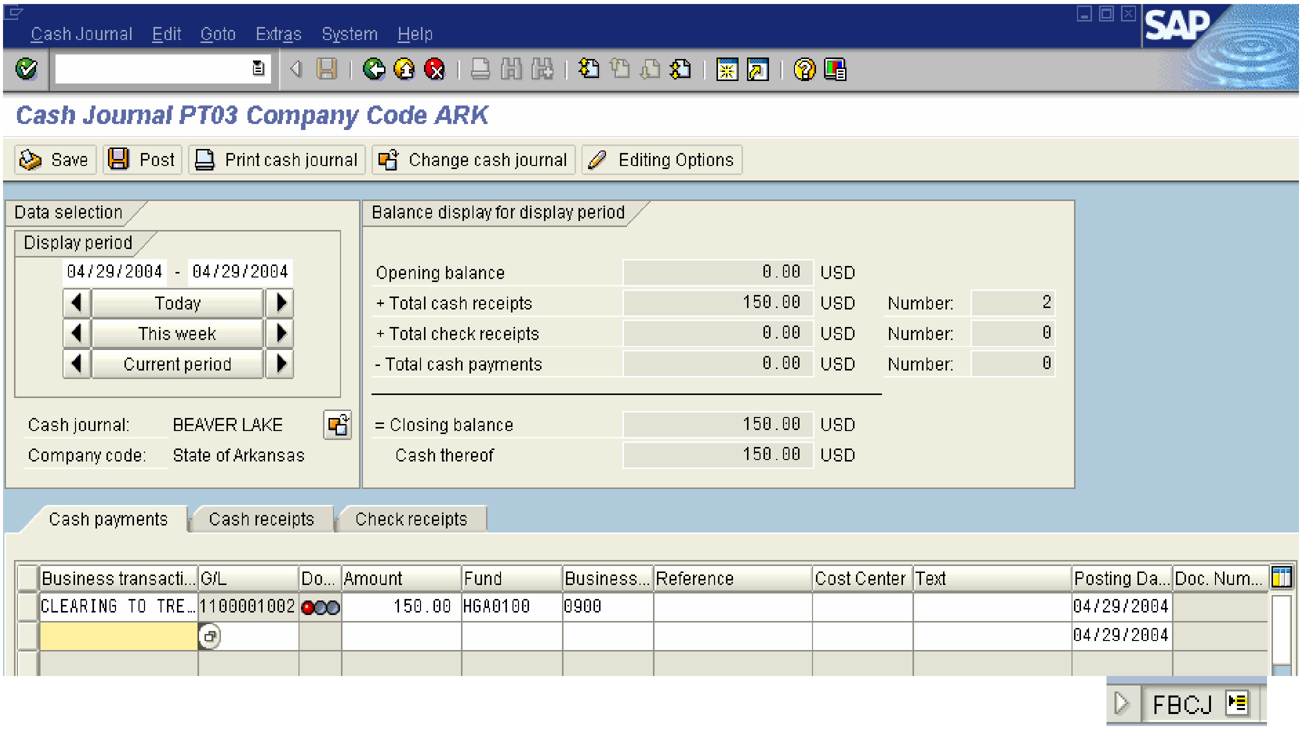


Cash Journal Business Transaction (2) 201 Entries found

Business transaction	Tran.no	CoCd	Type	G/L acct	Tx
CIB AAB 0205-001 INCOMING	0342	ARK	B	1102050012	
CIB ACD 0490-001 EFT INC	0740	ARK	B	1104900014	
CIB ACD 0490-001 INCOMING	0739	ARK	B	1104900012	
CIB ACI 0990-001 INCOMIN	70	ARK	B	1109900012	
CIB ACI 0990-001 EFT INCM	71	ARK	B	1109900014	
CIB ADH 0645-095 INCOMIN	32	ARK	B	1106450952	
CIB ADH 0645-095 EFT INCM	33	ARK	B	1106450954	
CIB ALB 0215 EFT INCM	0591	ARK	B	1102150014	
CIB ALB 0215 INCOMING	0590	ARK	B	1102150012	
CIB ALC 0210-001 EFT INCM	0347	ARK	B	1102100014	
CIB ALC 0210-001 INCOMING	0346	ARK	B	1102100012	
CIB ARS 0520-001 EFT INCM	0379	ARK	B	1105200014	
CIB ARS 0520-001 INCOMING	0378	ARK	B	1105200012	
CIB ASL 0519-002 EFT INC	0750	ARK	B	1105190024	
CIB ASL 0519-002 INCOMING	0749	ARK	B	1105190022	
CIB ASP 0960-001 INCOMIN	60	ARK	B	1109600012	
CIB ASP 0960-001 EFT INCM	61	ARK	B	1109600014	
CIB ASP 0960-002 INCOMIN	62	ARK	B	1109600022	
CIB ASP 0960-002 EFT INCM	63	ARK	B	1109600024	
CIB ASP 0960-003 INCOMIN	64	ARK	B	1109600032	
CIB ASP 0960-003 EFT INCM	65	ARK	B	1109600034	
CIB ASP 0960-004 INCOMIN	66	ARK	B	1109600042	
CIB ASP 0960-004 EFT INCM	67	ARK	B	1109600044	
CIB ASP 0960-005 INCOMIN	68	ARK	B	1109600052	

201 Entries found

Topic 2-4-2
Entering Payments tab in Cash Journal Transaction FBCJ


Cash Journal
Edit
Goto
Extras
System
Help
SAP
Save
Post
Print cash journal
Change cash journal
Editing Options
Today
This week
Current period
Cash payments
Cash receipts
Check receipts
FBCJ

Cash Journal PT03 Company Code ARK

Data selection

Display period: 04/29/2004 - 04/29/2004

Cash journal: BEAVER LAKE

Company code: State of Arkansas

Balance display for display period

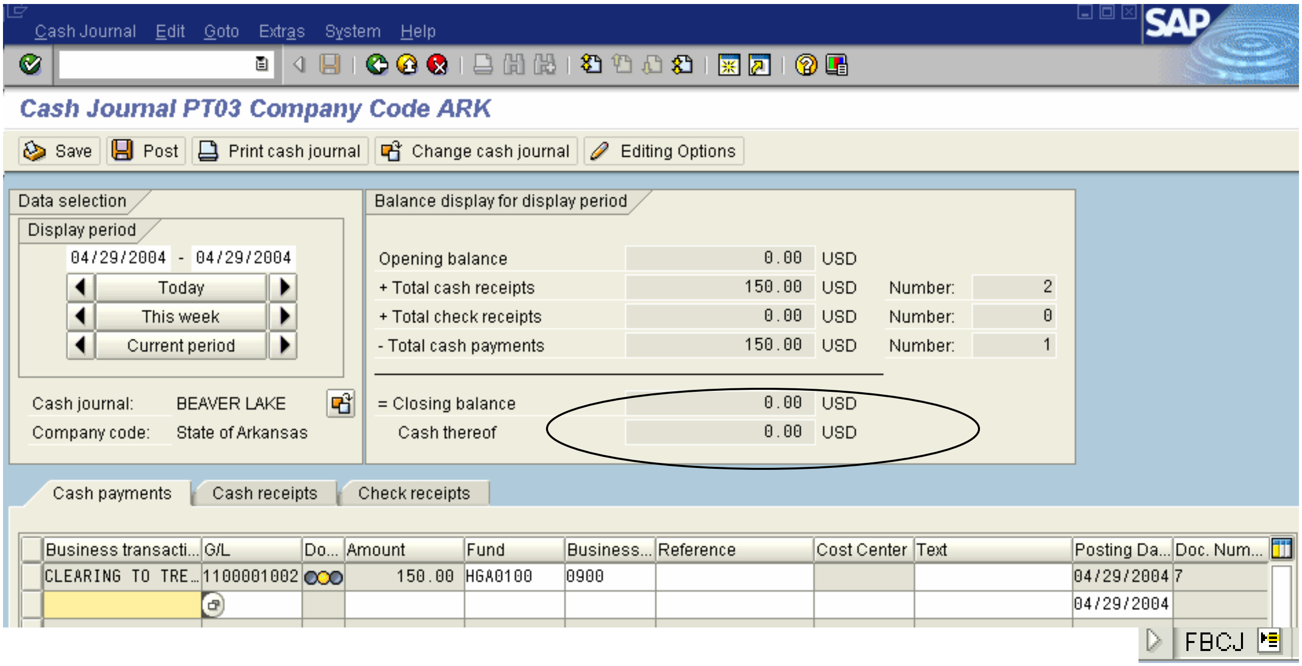
Opening balance	0.00	USD		
+ Total cash receipts	150.00	USD	Number:	2
+ Total check receipts	0.00	USD	Number:	0
- Total cash payments	0.00	USD	Number:	0
= Closing balance	150.00	USD		
Cash thereof	150.00	USD		

Business transacti...	G/L	Do...	Amount	Fund	Business...	Reference	Cost Center	Text	Posting Da...	Doc. Num...
CLEARING TO TRE...	1100001002	●○○	150.00	HGA0100	0900				04/29/2004	
									04/29/2004	

IMPORTANT: Enter only one line per fund on the Payments tab. (Note: Instructions for obtaining a clearing summary by fund using Transaction ZBCJ can be found in the preceding Topic 2-4-1.)

3. Enter amount.
4. Enter fund.
5. Enter Business area.
6. Click on the Save icon. Save

Topic 2-4-2
Entering Payments tab in Cash Journal Transaction FBCJ


Cash Journal
Edit
Goto
Extras
System
Help
SAP
Save
Post
Print cash journal
Change cash journal
Editing Options
Today
This week
Current period
Cash payments
Cash receipts
Check receipts
FBCJ

Cash Journal PT03 Company Code ARK

Data selection

Display period: 04/29/2004 - 04/29/2004

Cash journal: BEAVER LAKE

Company code: State of Arkansas

Balance display for display period

Opening balance	0.00	USD		
+ Total cash receipts	150.00	USD	Number:	2
+ Total check receipts	0.00	USD	Number:	0
- Total cash payments	150.00	USD	Number:	1
= Closing balance	0.00	USD		
Cash thereof	0.00	USD		

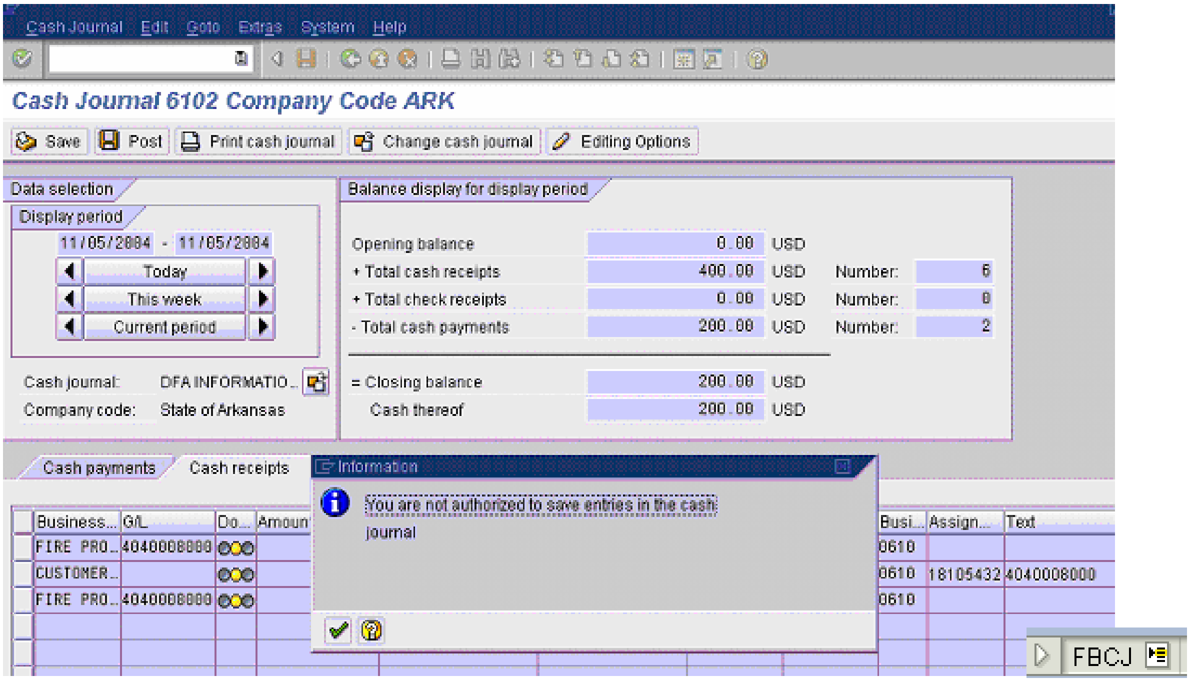
Business transacti...	G/L	Do...	Amount	Fund	Business...	Reference	Cost Center	Text	Posting Da...	Doc. Num...
CLEARING TO TRE...	1100001002	○○○	150.00	HGA0100	0900				04/29/2004	7
									04/29/2004	

7. After entries are SAVED to the Receipts tab and the Payment tab, the closing balance should be 0.00. If it is not zero, there are receipts that have not been entered (cleared) on the Cash payments tab. The error must be found and corrected.

8. The cash/checks should be verified by the Cash Deposit Specialist and then BOTH the Receipts tab and Payments tab must be POSTED. ***Note:*** Entries to the Payment tab will not post until the receipts tab is posted.

9. An error message of "Insufficient receipts posted for BA; fund," means that the transactions are out of balance between the receipts and payments tabs by business area and/or fund. (Note: If customer receipts have been entered, be sure a fund was entered in the fund field)

Topic 2-4-2
Entering Payments tab in Cash Journal Transaction FBCJ


Cash Journal
Edit
Goto
Extras
System
Help
Save
Post
Print cash journal
Change cash journal
Editing Options
Data selection
Display period
Today
This week
Current period
Balance display for display period
Cash payments
Cash receipts
Information
FBCJ

Cash Journal 6102 Company Code ARK

11/05/2004 - 11/05/2004

Cash journal: DFA INFORMATIO...
Company code: State of Arkansas

Opening balance	0.00	USD		
+ Total cash receipts	400.00	USD	Number:	6
+ Total check receipts	0.00	USD	Number:	0
- Total cash payments	200.00	USD	Number:	2
= Closing balance	200.00	USD		
Cash thereof	200.00	USD		

You are not authorized to save entries in the cash journal

Business...	G/L	Do...	Amoun	Busi...	Assign...	Text
FIRE PRO...	4040008000	○○○		0610		
CUSTOMER...		○○○		0610	18105432	4040008000
FIRE PRO...	4040008000	○○○		0610		

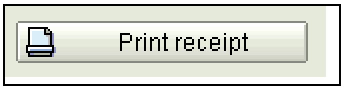
When the Post button is clicked by the Cash Deposit Specialist, a window will display the message "You are not authorized to save entries in the cash journal." Hit the enter key or click on the green check.

The line items will post and the document status light will turn green. All transactions must be posted (green light) before a deposit slip is printed.

Topic 2-5
Saving and Deleting Cash Journal Entries
Transaction FBCJ

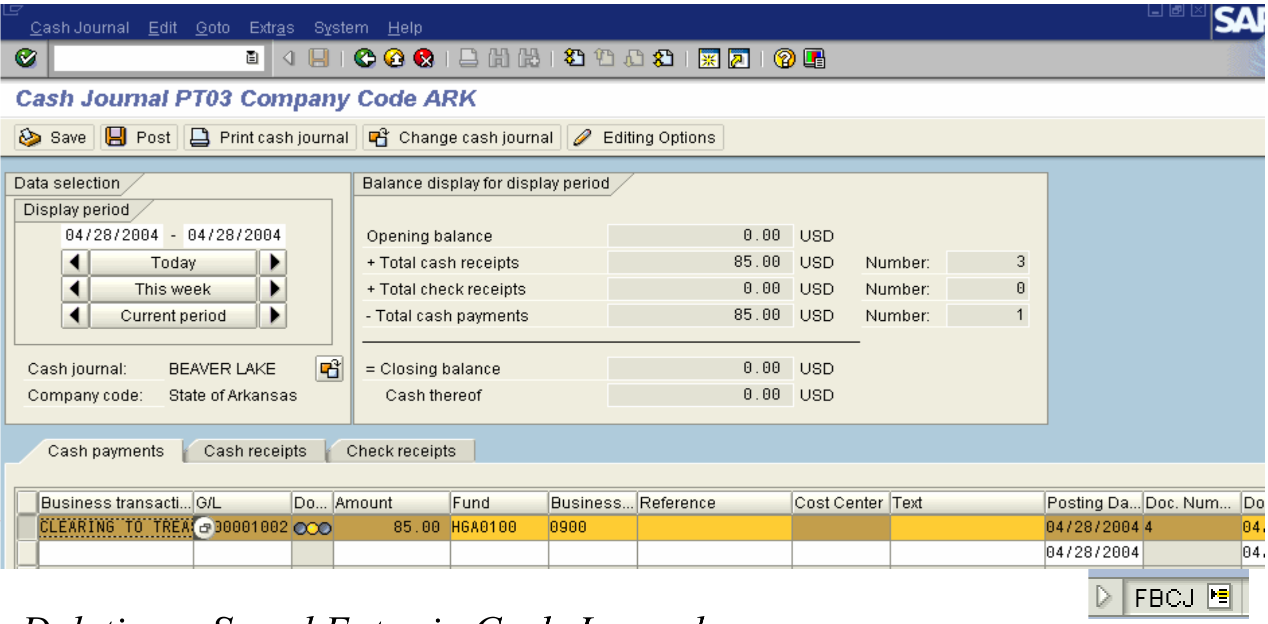
WARNING: **The only time the Print Receipt button should be used is to print a receipt to physically give to a customer.**

CAUTION:



Once a receipt is printed, no changes can be made to the entry.

Topic 2-5
Deleting Cash Journal Entries
Transaction FBCJ


Cash Journal
Edit
Goto
Extras
System
Help
SAP
Save
Post
Print cash journal
Change cash journal
Editing Options
Today
This week
Current period
Cash payments
Cash receipts
Check receipts
FBCJ

Cash Journal PT03 Company Code ARK

Data selection

Display period

04/28/2004 - 04/28/2004

Cash journal: BEAVER LAKE

Company code: State of Arkansas

Balance display for display period

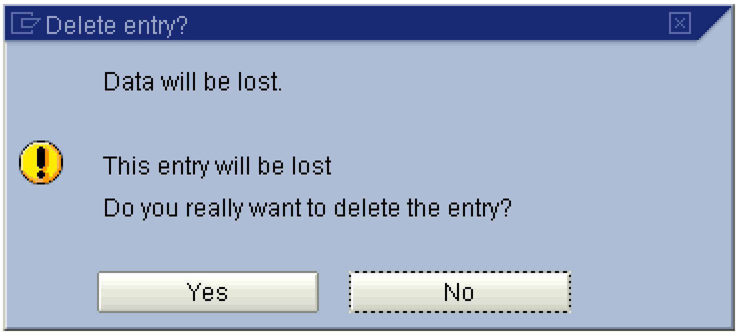
Opening balance	0.00	USD		
+ Total cash receipts	85.00	USD	Number:	3
+ Total check receipts	0.00	USD	Number:	0
- Total cash payments	85.00	USD	Number:	1
= Closing balance	0.00	USD		
Cash thereof	0.00	USD		

Business transacti...	G/L	Do...	Amount	Fund	Business...	Reference	Cost Center	Text	Posting Da...	Doc. Num...	Do
CLEARING TO TREA	00001002	○○○	85.00	HGA0100	0900				04/28/2004	4	04.
									04/28/2004		04.

Deleting a Saved Entry in Cash Journal

1. An entry that has not been posted can be deleted by highlighting the line and selecting Entry>Delete entry from the menu bar or by clicking on the delete icon .

2. A warning displays indicating that the entry will be lost. Select "yes" to delete.



Delete entry?

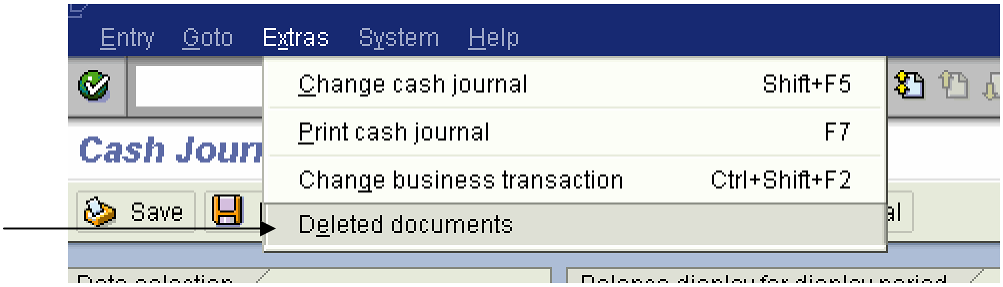
Data will be lost.

This entry will be lost

Do you really want to delete the entry?

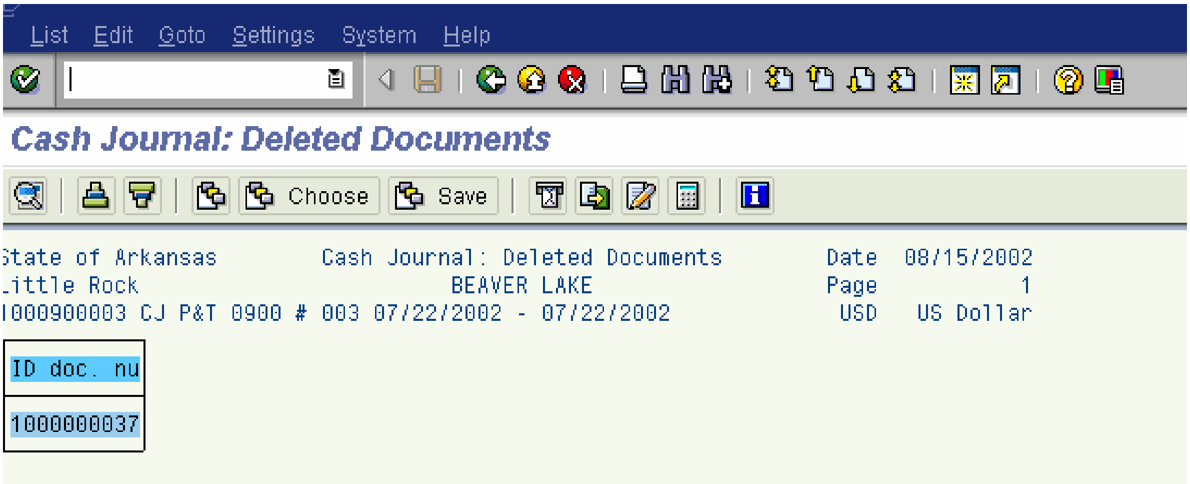
Topic 2-5
Deleting Cash Journal Entries
Transaction FBCJ

Deleting a Saved Entry in Cash Journal


Entry
Goto
Extras
System
Help
Cash Journ
Save
Change cash journal Shift+F5
Print cash journal F7
Change business transaction Ctrl+Shift+F2
Deleted documents

3. Deleted entries are not visible in the line items of the cash journal, but a record of deleted documents can be seen from the Menu>Extras>Deleted Documents.

4. After selecting Deleted Documents, a list of deleted document numbers will appear.


List
Edit
Goto
Settings
System
Help
Cash Journal: Deleted Documents
Choose
Save

```
tate of Arkansas         Cash Journal: Deleted Documents        Date   08/15/2002
ittle Rock                         BEAVER LAKE                  Page            1
1000900003 CJ P&T 0900 # 003 07/22/2002 - 07/22/2002             USD    US Dollar

ID doc. nu

1000000037
```

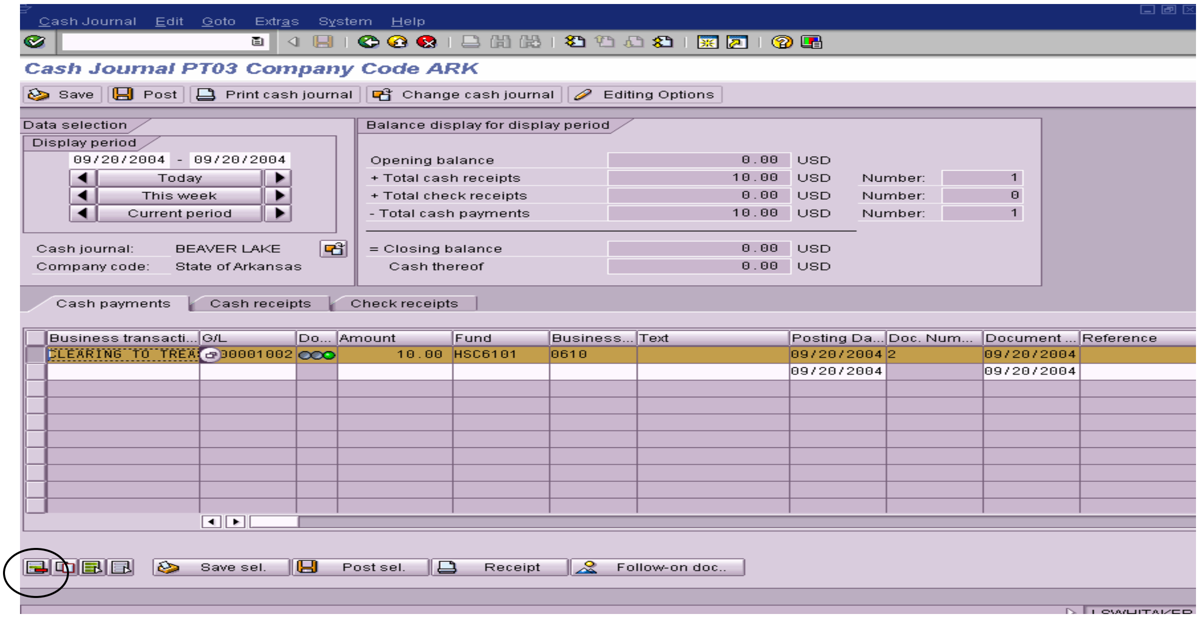
Topic 2-6
Reversing Cash Journal Entries
Transaction FBCJ

Posted entries in the cash journal update financial records. Posted entries are reversed rather than deleted. Reversals stay visible in the cash journal line items and update financial records. Reversal of posted customer receipts will require the added step of resetting cleared items if the customer invoice has been cleared. This is done by Transaction FBRA. A user with the Accounts Receivable Management role will have to do the resetting of the cleared item(s). (See Topic 2-8.)

Posted receipts cannot be reversed until the matching posted entry on the cash payments tab in the Cash journal is reversed. Neither receipts nor payments can be reversed if the print receipt function in the cash journal was used. The print receipt function serves to create a permanent record and protect any future changes to these documents.

Posted entries may not be reversed if a deposit slip has been printed and sent to and accepted by the Treasury. Receipt error corrections must be done for changes to revenue and/or fund after a deposit has been completed.

Topic 2-6
Reversing Cash Journal Entries
Transaction FBCJ


Cash Journal
Edit
Goto
Extras
System
Help
Save
Post
Print cash journal
Change cash journal
Editing Options
Today
This week
Current period
Cash payments
Cash receipts
Check receipts
Save sel.
Post sel.
Receipt
Follow-on doc..
LSWHITAKER

Cash Journal PT03 Company Code ARK

Data selection

Display period 09/20/2004 - 09/20/2004

Cash journal: BEAVER LAKE
Company code: State of Arkansas

Balance display for display period

Opening balance	0.00	USD		
+ Total cash receipts	10.00	USD	Number:	1
+ Total check receipts	0.00	USD	Number:	0
- Total cash payments	10.00	USD	Number:	1
= Closing balance	0.00	USD		
Cash thereof	0.00	USD		

Business transacti...	G/L	Do...	Amount	Fund	Business...	Text	Posting Da...	Doc. Num...	Document ...	Reference
CLEARING TO TREAS	00001002	○○●	10.00	HSC6101	0610		09/20/2004	2	09/20/2004	
							09/20/2004		09/20/2004	

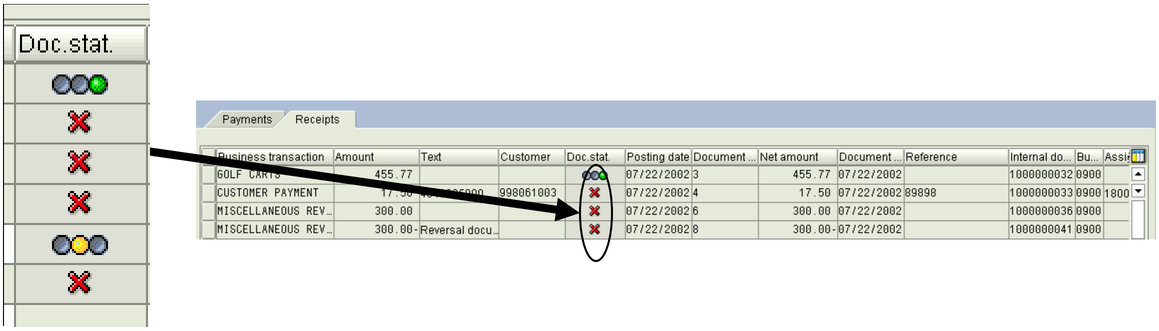
Reversing a Posted Entry in Cash Journal

1. If the entries have been posted, they will have to be reversed by DFA Office of Accounting. Contact Catherine Hickerson by email and let her know the date, line item(s), and document number(s) that need to be reversed. If both tabs have been posted, the line on the payment tab for the affected fund(s) must be reversed before the receipt line(s).

Topic 2-6
Reversing Cash Journal Entries
Transaction FBCJ

Deleting a Posted Entry in Cash Journal

Reversed documents remain visible in the cash journal's line items with a reversal indication of an X in Doc. Status column.

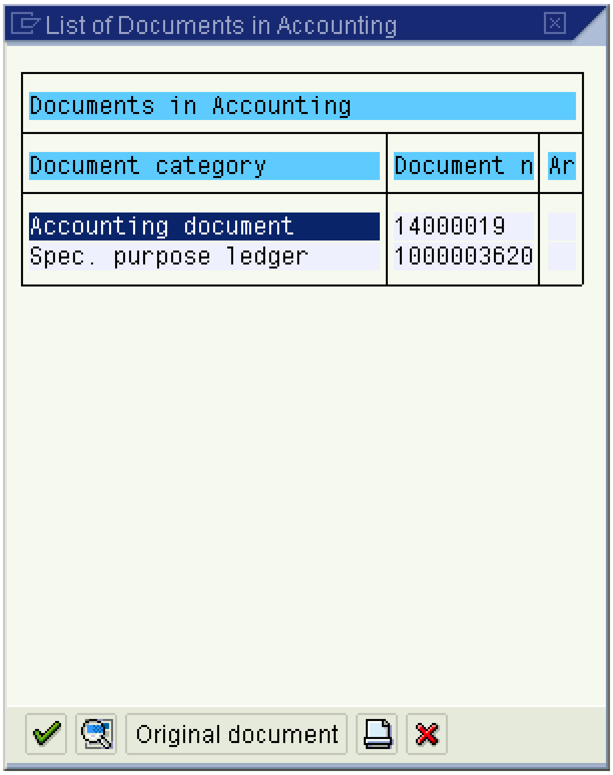


Doc.stat.
○○●
✗
✗
✗
○●○
✗

Business transaction	Amount	Text	Customer	Doc.stat.	Posting date	Document ...	Net amount	Document ...	Reference	Internal do...	Bu...	Assi
GOLF CARTS	455.77			○○●	07/22/2002	3	455.77	07/22/2002		1000000032	0900	
CUSTOMER PAYMENT	17.50	[illegible]	998061003	✗	07/22/2002	4	17.50	07/22/2002	89898	1000000033	0900	1800
MISCELLANEOUS REV...	300.00			✗	07/22/2002	6	300.00	07/22/2002		1000000036	0900	
MISCELLANEOUS REV...	300.00-	Reversal docu...		✗	07/22/2002	8	300.00-	07/22/2002		1000000041	0900	

Topic 2-7
Viewing Posted Cash Journal Documents
Transaction FBCJ

Posted documents can be viewed by clicking on the FI follow-on Documents button FI follow-on docs and then selecting Accounting Document.



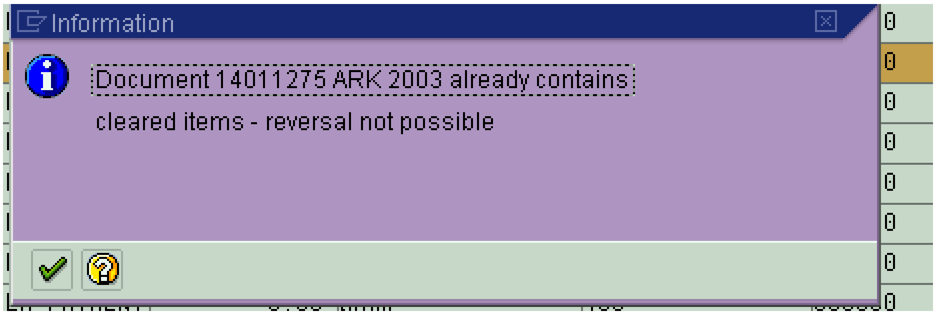
List of Documents in Accounting

Documents in Accounting

Document category	Document n	Ar
Accounting document	14000019	
Spec. purpose ledger	1000003620	

Topic 2-8
Resetting Cleared Customer Items
Transaction FBRA

If a customer transaction is being reversed that cleared an open invoice, the following message will be received.



Document 14011275 ARK 2003 already contains cleared items - reversal not possible

A user with the Accounts Receivable Management role must be contacted to reset and reverse the clearing document before the cash journal entry can be reversed. Once the clearing document has been reset, follow the reversal procedures as described in Topic 2-7.